

**PROFESSIONAL GROWTH POLICY
SUPPORT PERSONNEL
(Adopted on June 15, 2001)**

1. Statement of belief :

The Central Québec School Board has a strong commitment to *"Learning for all"*. By encouraging and supporting the continuing professional growth of all of its support staff, the School Board wishes to provide access to professional growth activities which are focused, on-going, team based where possible and will be meaningful in our common efforts to improve the learning outcomes of the students we service.

2. Objectives :

- 2.1 To ensure support staff are up-to-date with current information related to their particular area of work;
- 2.2 To provide access to professional growth activities which support the goals, priorities, and initiatives of the School Board, the schools and Center;
- 2.3 To support and enhance the existing strengths, skills, knowledge, and potential contributions to ensure optimum organizational efficiency;
- 2.4 To enable an employee to obtain a diploma or upgrade specific or general skills in a related field;
- 2.5 To link, where possible, support personnel for induction, mentoring, and networking purposes;
- 2.6 To optimize the quality of working life;
- 2.7 To provide a general framework for the establishment of yearly priorities and the distribution of the Professional Growth funds.

3. Application :

This policy applies to all support staff members, where applicable, according to the most recent collective agreement.

4. Identifying training and professional growth needs to set yearly priorities :

An annual review-planning process has the capacity to serve as the major gateway to a range of professional growth activities. Although it is a major undertaking, Senior Management Staff will work with support personnel under their responsibility, guided by a general assessment form that will be used to obtain feedback.

The Board will consult the Parity Committee or the Labour Relations Committee in the establishing of yearly training priorities.

5. Availability and distribution of funds :

As per article 5-7.06, at the beginning of each fiscal year, the Board will provide a report on activities for the previous fiscal year. The Board shall consult the Parity Committee or the Labour Relations Committee with respect to the distribution and use of the Professional Growth budget.

As per article 5-7.10, an amount equal to forty-five dollars (~~\$45.~~ ^{\$100}) per support employee on a full-time basis or the equivalent is allocated toward professional development/growth activities.

The Board, within the limits of its budget may, on a yearly basis, put the equivalent discretionary amount that is put in the Parity Committee's budget.

The Board's discretionary amount is not a matter of consultation with the Parity committee or the Labour Relations Committee.

6. Rules applicable for the presentation and the assessment of the professional growth projects :

6.1 Project requests must be completed and transmitted to Human Resources at least 20 working days prior to the event, on the form titled "Training and Professional Development".

6.2 Failure to respect this deadline : The Board cannot guarantee due processing or reimbursement if an employee decides to proceed without due approval from the Board.

N.B. In the absence of adequate information or signature, the form will be returned to the Senior Management Staff concerned (Board, Schools, Center).

6.3 Human Resources will concurrently submit requests to the Administrative Council for assessment and the Local Union President for consultation with the Parity Committee.

N.B. In case of time or other organizational constraints, Human Resources may have to submit requests solely to the Director General and the Local Union President for approval.

- 6.4 To give an equal opportunity to all support personnel in a given period, the Board, in consultation with the Parity Committee, reserves the right to limit the number of professional growth activities requested by an employee.
- 6.5 When an employee has reached a limit of \$300 yearly, no further approval will be given from the parity committee's budget.
- 6.6 The Board, Schools and Center reserve the right to approve from other budgets.
- 6.7 Where applicable, the cost of replacing an employee who attends a professional growth activity will be included in the total cost of the activity.
- 6.8 Reimbursement must be claimed on the appropriate form, submitted to Human Resources for verification and other administration purposes (coding, signature by designated authorities, etc.) within 20 days after the activity has taken place. The amount refunded will correspond to the amount claimed but will never be higher than the amount pre-authorized.

Any excess expenditure will be the responsibility of the claimant.

7.0 Review of the policy :

This policy will be reviewed annually.

Prior to adoption by the Council of Commissioners, the following were consulted between February and May 2001: Council of Commissioners, Senior Management Staff (Board Office, Center, Schools) Labour Relations Committee for support personnel

+++++