



Directive regarding the Professional Improvement Fund for Support Staff

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: October 21, 2008	Amended on: October 1, 2010
Reference: Policy 2008/09-06 Support staff's collective agreement: Article 5-7.00	Budgetary code:

Underlined article numbers identify provisions adopted by the Council of Commissioners

1. Premises

1.1 [purpose](#) The Kativik School Board recognizes the importance of ensuring the professional improvement of its support staff members. This directive sets the rules applicable to the Professional Improvement Fund for support staff of the Board in accordance with article 5-7.00 of the support staff collective agreement. It determines rule governing the planning, organization, approval, control an evaluation of professional improvement activities.

1.2 [objectives](#) The objectives of the Fund are to:

- a) foster the professional improvement of support staff members through professional improvement activities that aim at increasing their knowledge, skills and schooling;
- b) improve the quality of the services provided by support staff members within the School Board;
- c) allow support staff members to acquire knowledge and skills to help them gain access to more specialized positions.

1.3 [application](#) All support staff members of the Board may apply for assistance under the Fund except:

- a) a temporary employee hired for less than 6 months;
- b) an employee who is requiring professional improvement related to the implementation of a technological change within the meaning of Article 8-8.00 of the Collective Agreement.

The employee must also meet the different criteria for each activity,

as established in this Directive.

- 1.4 [definitions](#) In this directive, the following words or expressions mean:
- a) **Committee**: the Professional Improvement Committee established by article 5-7.00 and chapter 4-0.00 of the collective agreement;
 - b) **employee**: a support staff member;
 - c) **Fund**: the Improvement Fund for support staff;
 - d) **recognized institution**: an educational institution recognized by a ministry of education of a province;
 - e) **tuition fees**: fees paid for enrolment in a course excluding penalty fees.
- 1.5 [consultation](#) The Board must consult the Committee before making a decision on the following matters:
- a) setting up of professional improvement programs;
 - b) proposed and actual utilization of the funds allocated under the collective agreement and referred to in article 1.1 above;
 - c) projects submitted according to this Directive.

2. Programs

- 2.1 [responsibility](#) Professional improvement shall be the responsibility of the Board and the professional improvement programs shall be conceived by the Board in relation to its needs and to those of its employees. **5-7.03**
- 2.2 [activities / categories](#) Professional improvement activities include the following categories as determined in the Collective Agreement:
- a) organizational professional improvement;
 - b) occupational professional improvement;
 - c) personal professional improvement.
- 5-7.02**
- 2.3 [grouping](#) When deemed more effective, the Board may favour grouping requests together to develop group professional improvement activities.
- 2.4 [adult education](#) Employees shall favor courses given through Adult Education Services of their local school board instead of courses given in private institutions.

3. Budget

- 3.1 [budget](#) The total budget of the Fund is established by the Support Staff Collective Agreement.
- 3.2 [limitation](#) In case the Fund is not sufficient to meet all the demands, the Board reserves the right to limit the funding provided to each professional improvement request.
- 3.3 [priority](#) In order to allow as much access to as many employees as possible, employees who submit a request for the first time will have priority over employees who have previously benefited from the Fund.

However, the funds shall be allotted as a priority for the professional improvement projects submitted by a Beneficiary of the James Bay and Northern Québec Agreement.

5-7.14

4. Organizational Professional Improvement

- 4.1 [description](#) Organizational activities are required by the Board and designed to acquire knowledge, develop or acquire skills or techniques or to modify an employee's work habits and which improve the quality of administration at the Board.
- 5-7.02 A)**
- 4.2 [workweek](#) The employee who participates in organizational activities shall be considered at work during that period.
- 4.3 [funding](#) All costs related to organizational activities will be covered by the Fund.

5. Occupational Professional Improvement

- 5.1 [description](#) Occupational activities are designed to increase knowledge, develop or acquire skills or techniques, to modify an employee's work habits which lead him to better perform his duties or to prepare him for duties which he could be called upon to perform at the Board.
- 5-7.02 B)**
- 5.2 [eligibility](#) To be eligible for funding for occupational activities not at the request of the Board, the following conditions must be met:
- a) the activity must
 - i. be relevant to the employee's work
 - ii. have been completed successfully
 - iii. be followed in a recognized institution if the activity leads to the obtention of credits
 - b) the employee must get from his immediate supervisor:

- i. a positive recommendation regarding his participation to the activity
- ii. a written approval for his leave of absence, if any

5.3 [funding](#) The following expenses related to occupational activities are eligible for funding:

a) the costs of transportation from and to the place of assignment between Nunavik and Montréal, when applicable and

- b) subject to a maximum of \$2,000:
- i. registration fees but not the costs of material or books unless included in the cost of the course
 - ii. transportation between Montréal¹ and the location where the activity is taking place
 - iii. accommodation, meals and incidental

The conditions and rates as established in the Business Travel Policy of the Board apply but all claims for reimbursement must be submitted within 60 days after the completion of the trip, failing which KSB will not reimburse any travel expenses.

In the case where an employee receives an allowance or any other amount of money from another source, he must give the Board any amount thus received.

5.4 [workweek](#) The employee who, at the request of the Board, participates in occupational activities during his regular work hours shall be considered at work during that period. Activities requested by the employee will not be considered as overtime if outside regular work hours.

5-7.09

5.5 [request](#) All requests for occupational activities must be submitted to Human Resources Department at least six (6) weeks before the date of the course. The duly completed form (see **Annex A** / Form) must be accompanied by the relevant documents.

5.6 [credit courses](#) Courses which are followed for credits in a recognized institution can be categorized as occupational professional improvement if they meet the criteria in article 5.1. In these cases the same procedures and criteria are applied as for personal professional improvement, however 100% of the eligible cost will be reimbursed up to a maximum of 750\$ per year per employee.

¹ The location of the activity might not require a transit via Montreal, in such case we should read "between the place of assignment and the location where it is taking place"

6. Personal Professional Improvement

- 6.1 description Personal Professional activities are courses or studies provided in a recognized institution, with the exception of popular education courses.
- 6.2 eligibility To be eligible for funding for personal professional improvement activities, the course must:
- a) be relevant to the employee's work;
 - b) be followed in a recognized institution;
 - c) have been completed successfully.
- 6.3 funding An employee is eligible to the reimbursement of registration and tuition fees for personal professional improvement but not to the costs of material or books unless included in the cost of the course.
- maximum The reimbursement for personal professional improvement request is 50% of the eligible costs up to a maximum of \$400 per year per employee.
- 6.4 reimbursement /
 personal
 professional
 improvement All requests for reimbursement of personal professional improvement activities must be accompanied by the duly completed form (see **Annex B** / Form) and sent to the Human Resources Department with original receipts and appropriate vouchers such as attestations or official transcripts.
- 6.5 deadline Applications for reimbursement for personal professional improvement must be received by Human resources department within six (6) months after the employee has completed the course. Any application received after this deadline will be automatically rejected.
- 6.6 course offered by
 the Board The courses offered by the Board, with the exception of popular education courses, shall be free for the employees who wish to take them provided that:
- a) these courses offer to those who take them an opportunity for professional improvement or an increase in their educational qualifications;
 - b) registration by the general public has priority;
 - c) such a benefit does not oblige the Board to organize courses;
 - d) the courses are taken outside the employee's work hours.
- 5-7.10**
- 6.7 workweek Personal professional Improvement activities shall not be considered as time at work for the employee.

7. Other Provisions

- 7.1 [KSB activities](#) When professional improvement activities are initiated by the Board, the process established in this Directive also applies.
- 7.2 [reimbursement](#) Before authorizing any reimbursement, the Board will consult the Committee on the request.
- 7.3 [assessment](#) When a request is received, Human Resources department shall:
- a) consult the Committee on the request;
 - b) provide a response to the employee at least four (4) weeks prior to the activity unless otherwise impossible.
- [consultation](#) The consultation of the Committee can be done by phone or by e-mail with the participation of 2/3 of the regular members of the Committee or, when impossible, the consultation is deemed having taken place with the written recommendation provided by the Union delegate and a Board representative.
- 7.4 [taxation](#) Since the activities must be relevant to the employee's work, it is of benefit to the Board and therefore is not considered a taxable benefit and consequently, the employee cannot claim the non-refundable tuition credit or education amount on their income tax return for these fees.

8. Application of this Directive

- 8.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 8.2 [responsibility for the application](#) The Director of Human Resources is the person responsible for the application of this directive.

ANNEX A

Formulaire de demande de perfectionnement / Employé de soutien
Application form professional improvement / Support Staff

Décision requise pour le / Deadline for decision : _____

1. Information

Nom/ Name

Poste/Position

Lieu de travail / Community

Téléphone / Telephone

2. Information sur l'activité / Activity Data

Titre / Title

Dates de l'activité / Activity dates

Endroit / Location

Date de départ / Departure date

Date de retour / Return date

** SVP noter qu'il est obligatoire de joindre une description officielle de l'activité et de la façon dont celle-ci vous avantagerait dans votre emploi.*

** Please note that it is mandatory to attach an official description of the activity and details of how it will benefit your work.*

3. Estimation des coûts / Estimated costs

Frais d'inscription / Registration fees: \$ _____

Transport: \$ _____

Hôtel, Repas / Hotel, Meals: \$ _____

Total: \$ _____

Signature de l'employé/ Employee's signature

Date

**SVP envoyer votre demande au Service des ressources humaines et une copie à votre délégué syndical
Please forward your request to Human Resources and a copy to your union delegate**

4. Réserve au supérieur Immédiat / For use by immediate supervisor

Approuvé / Approved : oui / yes non / no

Raisons / Reasons: _____

Superviseur/Supervisor

Date

Réserve au comité de perfectionnement / For use by the improvement committee

Accepté / Accepted Refusé / Denied Inéligible / Not eligible

Demande incomplète / Incomplete request

Signature AENQ

Date

Signature CSK/KSB

Date

ANNEX B

Formulaire de remboursement de cours / perfectionnement personnel – Employé de soutien
Application form for reimbursement of courses / Personal improvement – Support Staff

1. Information

Nom/ Name

Poste/Position

Lieu de travail / Community

Téléphone / Telephone

Dernier cours remboursé/Last course refunded

Année/Year

2. Information sur le cours / Course Information

Titre / Title

Institution d'enseignement/Educational institution

Dates

3. Coûts / Costs

Frais de scolarité/ Tuition fees: \$ _____

** SVP noter qu'il est obligatoire de joindre vos reçus et relevés de notes officiels à cette demande.*

** Please note that it is mandatory to attach your official receipts and transcript with this request.*

Signature de l'employé/ Employee's signature

Date

SVP envoyer votre demande au Service des ressources humaines
Please forward your request to Human Resources department

Réservé au comité de perfectionnement / For use by the improvement committee

Accepté / Accepted

Refusé / Denied

Inéligible / Not eligible

Demande incomplète / Incomplete request

Signature AENQ

Date

Signature CSK/KSB

Date