



Directive on the Professional Improvement Fund for Non-Teaching Professionals

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: June 21, 2007	Amended on: October 1, 2010 and December 11, 2014
Reference: Policy 2006/07-38 and 2014/2015-34 Professionals' collective agreement: Article 7-10.00	Budgetary code:

Underlined article numbers identify provisions already adopted by the Council of Commissioners

1. Premises

1.1 purpose The Kativik School Board recognizes the importance of professional improvement, because it allows its personnel to stay abreast of new trends and pedagogical developments in the education sector. The Improvement Fund is available to Non-Teaching Professionals to upgrade their knowledge, skills and abilities as specialists the field of education.

This directive sets the rules applicable to the Professional Improvement Fund for Non-Teaching Professionals of the Board in accordance with chapter 7-0.00 of the Professionals' Collective Agreement.

1.2 application All Non-Teaching Professionals of the Board may apply for assistance under the Fund except for:

- a) a Professional engaged for less than six (6) months as a substitute or supernumerary Professional;
- b) trainees.

The Professional must also meet the different criteria for each activity, as established below.

1.3 definitions In this directive, the following words or expressions mean:

- a) **Labour Relations Committee:** the Committee established in article 4-1.00 of the collective agreement;
- b) **Fund:** the Improvement Fund for Non-Teaching

Professionals;

- c) **recognized institution**: an educational institution recognized by a Ministry of education of a province;
- d) **tuition fees**: fees paid for enrolment in a course excluding penalties fees.

1.4 [budget](#) The total budget of the Fund is established by the Non-Teaching Professionals' collective agreement (P4).

1.5 [consultation](#) The Board must consult the Labour Relations Committee before making a decision on the following matters:

- a) the proposed and actual utilization of the funds allocated under the collective agreement and referred to in article 1.4 above;
- b) the projects submitted according to this Directive.

2. General Principles

2.1 [activities](#) Professional improvement activities include:

- a) [organizational training](#): activities with a bearing on the acquisition of techniques and skills to improve the operation of the department or of the institutions;
- b) [occupational training](#): activities with a bearing on the acquisition of techniques and skills specific to one's Professional occupation;
- c) [retraining](#): the complementary training offered to the Professional to enable him to adapt to the technological changes in his sector of activities or training designed to redirect his orientation toward a new sector of activities.

2.2 [type](#) The budget for the Fund is spread over the two (2) following categories either when the activity is organized by the Board or requested by the Professional:

- a) [Type A](#): Credit courses;
- b) [Type B](#): Non-credited courses, workshops, seminars, and conferences.

3. Type A: Credit Courses

3.1 [eligibility](#) To be eligible for funding under Type A category, the course must:

- a) be relevant to the Professional's work;
- b) be followed in a recognized institution and provide credits;
- c) have been completed successfully;
- d) have been taken and completed when the Professional was already employed by the Board.

3.2 [priority](#) Professionals who have submitted their first request will be approved

before a Professional who has requested the fund previously in order to allow access to as many Professionals as possible.

- 3.3 [funding](#) Under Type A category Fund, a Professional is only eligible to the reimbursement of tuition fees up to a maximum of \$750 per course.
- 3.4 [request](#) All requests for reimbursement submitted to the Board must be accompanied by the duly completed form (see **Annex A** / Form) and sent to the Human Resources Department with original receipts and appropriate vouchers such as attestations or official transcripts.
- 3.5 [deadline](#) Applications for reimbursement must be received by Human resources department within six (6) months after the Professional has completed the course. Any application received after this deadline will be automatically rejected.
- 3.6 [advance request](#) The Professional may submit an advance request to the Board to inquire and see if he meets all the criteria before enrolling in a course. However, the reimbursement cannot be obtained before the successful completion of the course and submission of the documents according to clause 3.4. The Professional has to follow the same procedure for reimbursement as established above.
- 3.7 [reimbursement](#) Before authorizing any reimbursement under Type A category, the Board shall consult the Labour Relations Committee on the request.
- 3.8 [taxation](#) Since the courses under Type A category must be relevant to the Professional's work, this is of benefit to the Board and therefore is not considered a taxable benefit. However, according to Revenue Canada, the Professional cannot claim the non-refundable tuition credit or education amount on their income tax return for these fees.

4. Type B: Non-Credited Courses, Workshops, Seminars and Conferences

- 4.1 [purpose](#) Type B category is intended for the reimbursement of costs and travel expenses for the Professional's participation in non-credited courses, workshops, seminars or conferences.
- 4.2 [eligibility](#) To be eligible for funding under Type B category, the following conditions must be met:
- a) the activity must be relevant to the Professional's work;
 - b) the Professional has not benefited from funding for a Type B activity during the current last school year;
 - c) the Professional must get from his immediate supervisor:
 - i. a positive recommendation regarding his participation in the activity;
 - ii. a written approval for his leave of absence, if any.

The Professional must provide a written report on the activity to his

immediate supervisor and send a copy to the Human Resources department of the Board.

4.3 [# of participants per activity](#) The number of participant for the same activity is limited to two (2) per department but it could be increased, with the supporting written approval of the director concerned. Priority is given to the Professional who:

- a) has never previously benefited from funding for Type B activities or;
- b) if none of them has, priority is given to the Professional who has the most seniority.

4.4 [funding](#) The following expenses related to TYPE B activities are eligible for funding:

- a) transportation from and to the place of assignment in Nunavik to Montréal, when applicable;
- b) subject to a maximum of \$2,000:
 - i. registration fees;
 - 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.

4.5 [request](#) For all request for funding under Type B category, the Professional must:

- a) completed the application form (see **Annex B** / Application form) and provide a detailed description of the activity and how it benefits him;
- b) obtain a positive recommendation from his immediate supervisor;
- c) send the above mentioned documents to the Human Resources Department with a copy to the union delegate at least five (5) weeks prior to the activity for which funding is requested. The Labour Relations Committee cannot guarantee that a request sent after this date will obtain a response within a sufficient timeframe for the professional to make the necessary arrangements in order to participate in the event.

4.6 [KSB activities](#) When professional improvement activities are initiated by the Board, the process established in this Directive also applies. However, for such activities, the Professional is not subject to the obligations and

¹The 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"

limits imposed by articles 4.2 to 4.5.

- 4.7 [assessment](#) When a request is received, Human Resources department shall:
- a) consult the Labour Relations Committee;
 - b) provide a response to the Professional at least three (3) weeks prior to the activity unless otherwise impossible.

[consultation](#) The consultation of the Labour Relations 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 taking place with the written recommendation provided by the Union delegate and a Board representative.

- 4.8 [workweek](#) Only the direct travelling time between the Professional's place of assignment and the location of the approved activity as well as the activity dates themselves will be authorized as work time.

No overtime or compensatory time is granted when the professional improvement activity extends beyond normal working hours.

When the activity occurs during the Professional's holidays, the direct travel time to and from the activity and the activity dates will be considered as working days as specified in this Directive.

- 4.9 [extended trip](#) The Professional may extend his trip when:
- a) no additional costs are involved for the Board and
 - b) is authorized by his immediate supervisor.

This is subject to any other requirements established in the *Business Travel Policy* or the *Social Travel Policy*.

5. Application of this Directive

- 5.1 [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.

- 5.2 [responsibility for the application](#) All of the people mentioned in this directive shall comply with all the provisions, and all the Board's managers are responsible for ensuring that all the provisions in this directive are applied and complied with.

The Director of Human Resources is the person responsible for providing support with respect to interpretation of this directive and for ensuring that it is updated when necessary.

ANNEX A

Formulaire de remboursement de cours / Type A – Professionnel non-enseignant
Application form for reimbursement of courses / Type A – Non-teaching Professional

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 du professionnel / Professional's signature

Date

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

Réservé au Comité des relations de travail / For use by the Labour relations committee

Accepté / Accepted Refusé / Denied Inéligible / Not eligible

Demande incomplète / Incomplete request

Signature SPPOM

Date

Signature CSK/KSB

Date

ANNEX B

FORMULAIRE DE DEMANDE TYPE B / PNE Formulaire de demande de perfectionnement / Type B –
Professionnel non-enseignant

Application form professional improvement / Type B – Non-teaching Professional

Décision requise pour le / Deadline for decision : _____

1. Information

Nom/ Name

Poste/Position

Lieu de travail / Community

Téléphone / Telephone

Dernière conférence/ Last conference attended

Année/Year

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 from/ de Montreal:

\$ _____

- Transport from Nunavik to Montreal will be arranged by KSB / CSK se charger des arrangements de voyage du Nunavik à Montréal.

Hôtel, Repas / Hotel, Meals:

\$ _____

Total:

\$ _____

Signature du professionnel / Professional'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 SPPOM

Date

Signature CSK/KSB

Date