



Directive regarding the Professional Improvement Fund for Management Personnel

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: June 17, 2008	Amended on: October 1, 2010, June 28, 2013 and September 9, 2014
Reference: Policy 2007/08-41 and 2012/2013-64	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 professional improvement, which allows its management personnel to acquire or to increase the knowledge required in the performance of their mandate and to acquire new skills or to develop new attitudes related to career development.

This directive sets the rules applicable to the Professional Improvement Fund for Management Personnel of the Board in accordance with articles 114 to 118 of the By-law respecting the employment conditions of Management Personnel of the Board.

1.2 [application](#) The development of human resources and, more specifically, the professional improvement of management personnel is the responsibility of the Board and is planned according to the needs of the milieu.

The Board may require the participation of the management personnel in professional improvement activities that are held during regular working hours.

1.3 [definitions](#) In this directive, the following words or expressions mean:

- a) **managers:** all employees part of the management personnel;
- b) **Fund:** the Improvement Fund for Management Personnel;
- 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 penalty fees.

- 1.4 [budget](#) The total budget of the Fund is established by Human Resources in accordance with the budgetary rules.
- 1.5 [priority](#) Priority may be given to employees with a regular status in a management position or to managers who have not benefited from funding for a Type B activity in the last 2 school years.
- 1.6 [consultation](#) The Board must consult the Management Committee before making a decision on projects submitted. The Management Committee appoints 3 of its members to form a “Request-Committee” to study projects submitted and make the decisions according to this Directive. The Request-Committee will inform the Management Committee of all decisions made and may refer to the latter any project when deemed appropriate.

2. General Principles

- 2.1 [activities](#) Professional improvement activities include activities with a bearing on the acquisition of techniques and skills to improve the operation specific to one’s occupation. It also includes activities designed to redirect the manager’s orientation toward a new sector of activities with the Board.
- 2.2 [type](#) The budget for the Fund is spread over the 2 following categories either when the activity is organized by the Board or requested by the manager:
- a) Type A: Part-time courses (for credit);
 - b) Type B: Non-credited courses, workshops, seminars, and conferences.

3. Type A: Part-Time Courses (for credit)

- 3.1 [eligibility](#) To be eligible for funding under Type A category, the course must:
- a) be relevant to the Manager’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 Manager was already employed by the Board.
- 3.2 [priority](#) Managers who have submitted their first request will be approved before Managers who have requested the fund previously in order to allow as much access to as many Managers as possible.

- 3.3 [funding](#) Under Type A category Fund, a Manager 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 the Human Resources Department within 3 months after the Manager has completed the course. Any application received after this deadline will be automatically rejected.
- 3.6 [advance request](#) The Manager must 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 Manager has to follow the same procedure for reimbursement as established above.
- 3.7 [reimbursement](#) Once the approval of the Management Committee is obtained and all the conditions are met, HR authorize the approved reimbursement under Type A category.
- 3.8 [taxation](#) Since the courses under Type A category must be relevant to the Manager's work, it is of benefit to the Board and therefore is not considered a taxable benefit. However, according to Revenue Canada, the Manager 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, Conferences

- 4.1 [purpose](#) Type B category is intended for the reimbursement of costs and travel expenses for the Manager'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 Manager's work;
 - b) the Manager 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.

- 4.3 [funding](#) The following expenses related to TYPE B activities are eligible for funding:
- a) registration fees;
 - b) transportation from and to the place of assignment and the location where the activity is taking place;
 - c) 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.
- 4.4 [request](#) For all request for funding under Type B category, the Manager must:
- a) complete the application form (see **Annex B** / Application form) and provide a detailed description of the activity and how it benefits him, including a positive recommendation from his immediate supervisor;
 - b) send the above mentioned documents to the Human Resources Department at least 30 days prior to the activity for which funding is requested. Any application received after this deadline may be rejected.
- 4.5 [limit of funding / per semester](#) In order to allow access to funding throughout the year, a limit of 50% of the professional improvement budget for managers will be allocated for Applications received during the first semester (July to December). The remaining funds of the budget, will be made available for applications received during the second semester (January to June).

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](#) Any person referred to in this Directive must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.
- The Director of Human Resources is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.

ANNEX A

Formulaire de remboursement de cours / Type A – Gestionnaires
Application form for reimbursement of courses / Type A – Management Personnel

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: \$ _____

** Veuillez noter que vous devez joindre vos reçus et votre relevé de notes officiels à cette demande.*

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

Signature du gestionnaire / Manager's signature

Date

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

Réservé à la Commission scolaire / For use by the School Board

Accepté / Accepted

Refusé / Denied

Inadmissible / Not eligible

Demande incomplète / Incomplete request

Signature CSK/KSB

Date

ANNEX B

Formulaire de demande de perfectionnement / Type B – Gestionnaires
Application form professional improvement / Type B – Management Personnel

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

** Veuillez noter que vous devez 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 du gestionnaire / Manager's signature

Date

Veillez envoyer votre demande au Services des ressources humaines

Please forward your request to Human Resources

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

Recommandé / Recommended : oui / yes non / no

Raisons / Reasons: _____

Superviseur/Supervisor

Date

Réserve à la Commission scolaire / For use by the School Board

Accepté / Accepted

Refusé / Denied

Inadmissible / Not eligible

Demande incomplète / Incomplete request

Signature CSK/KSB

Date