

**DIRECTIVE ON THE PROFESSIONAL IMPROVEMENT FUND
FOR NON-TEACHING PROFESSIONALS**

Department responsible : Human Resources	Approved by : _____ Director general
Effective date : June 21, 2007	Amended : October 1, 2010/ December 11, 2014 and December 9, 2016
References : Policy 2006/07-38 and 2014/2015-34 Professionals' collective agreement: Article 7-10.00	

1. PREMISES

1.1 [purpose](#) Kativik Ilisarniliriniq (KI) 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.



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

Position

Lieu de travail/ Community

Téléphone/ Telephone

Derniers 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 relevé de notes officiels avec 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

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

Position

Lieu de travail/ Community

Téléphone/ Telephone

Dernière conférence/ Last conference attended

Année / Year

2. Information sur l'activité / Activity Data

Titre / Title

Date 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 comment cela 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 de/ From Montreal : \$ _____

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

Hôtel, Repas/ Hotel, Meals : \$ _____
Total : \$ _____

Signature du professionnel / Professional's signature

Date

SVP envoyer votre demande aux 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

Réservé 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 KI

Date