



PROFESSIONAL IMPROVEMENT POLICY MANUAL

Revised: June 3rd, 2016

Table of Contents

I.	DEFINITION AND MANDATE	3
II.	DEFINITION OF TERMS	3
III.	PRIORITIES FOR FUNDING	3
C -	Other applications will be considered upon review of the PIC sub-committee.....	4
IV.	GENERAL ELIGIBILITY REQUIREMENTS.....	4
A -	Eligibility requirements	4
B -	Organisation of conferences or workshops on the territory	4
C -	Participation in Conferences or workshops on or off the territory	5
D -	Credited Courses (Continuing Education).....	5
E -	Leaves of Absence with Pay	7
F -	Leaves of Absence without Pay	7
FORM A	Application form for conferences or workshops	6
FORM B	Application form for the organization of conferences or workshops	7
FORM C	Application form for : credited courses, non-credited courses, summer courses and distance courses.....	8
FORM D	Request for Advancement of Funds	9
FORM E	Request for reimbursement	10
FORM F	Payment Request Form.....	11

I. DEFINITION AND MANDATE

A - Composition of P.I.C.

P.I.C. is a committee composed of six members. Three members are appointed by LNSETA and three members are appointed by the Commission scolaire du Littoral.

B - Role

The role of this committee is to determine the priorities for professional improvement, establish criteria of eligibility for funding, and administer the budget accordingly.

Role: The role of the sub-committee is to administer the budget and to process applications to conferences and workshops. All PIC members will receive teacher applications and budget updates, and are invited to respond to the sub-committee.

C - Particularity

Any teacher may submit to the P.I.C. any subject relating to the role defined above.

II. DEFINITION OF TERMS

A - Workshop

Brief and intensive session whereby a small group of teachers gathers to work or discuss matters related to a specific topic, discipline or field.

B - Conference

A session composed of a series of workshops or lectures addressed to a group of teachers.

C - Courses

Session(s) given by a recognized educational institution and relating to teachers' professional educational improvement.

D - Sub-Committee

The sub-committee is formed of at least two members, including (minimally) one from administration and one from LNSETA.

III. PRIORITIES FOR FUNDING

A - P.I.C. will consult with the teaching personnel prior to the first yearly meeting. This consultation serves as a means of assisting the P.I.C. in determining the budget allocation for that present year.

B - Guideline for the establishment of priorities: Priority will be given to feedback from teachers.

1. Professional development sessions whereby a large group of CSL teachers are involved.
2. Professional development sessions where the need to improve in a subject area is proven to be most important.
3. Professional development sessions held in the province of Quebec, when available.

C - Other applications will be considered upon review of the PIC sub-committee.

IV. GENERAL ELIGIBILITY REQUIREMENTS

A - Eligibility requirements

1. Teachers in the employ of the Commission scolaire du Littoral are eligible for such reimbursement. However, certain parameters may apply as outlined in this policy.
2. **Conferences, workshops and courses taken must be relevant to the individual's teaching role. However, it is understood that educational roles are not permanently fixed.**
3. First year teachers will be considered for any category of financial support for professional development; however, reimbursement of such funds will be requested by the PIC in the event of departure from the board's employ without valid reason.
4. The conditions for application and reimbursement are as follows:
 - the candidate has submitted an application form to the P.I.C. (refer to Forms A-C);
 - the application was approved by the sub-committee prior to the conference, workshop or start of the course;
 - the candidate is a full-time teacher, or, is on availability in the employ of C.S.L.;
 - the candidate is legally qualified.

B - Organisation of conferences or workshops on the territory

1. Application procedure: An application form detailing the proposed course or workshop should be sent by the organizer to the members of the P.I.C. sub-committee on Form B, at least one month prior to the planned date. This proposal should include:
 - a) aims
 - b) dates/time for the workshop and travel times
 - c) location
 - d) list of participants
 - e) guest speaker or animator

f) anticipated costs

Proposals may be submitted by individual teachers or by Educational Services.

2. Allowable expenses for reimbursement:

- a) transportation
- b) lodging
- c) substitution costs
- d) organizational expenses

3. Teachers attending the above mentioned must complete and submit their reimbursement request within 30 days of the event attended. Form E and Form F are available through each school's administrative office.

C - Participation in Conferences or workshops on or off the territory

1. Information / Application procedure: Candidates must direct to the P.I.C. sub-committee a completed application Form A, at least **one month prior to the conference date for OFF TERRITORY participation in conferences or workshops**. Conference information will be routinely forwarded to all schools and PIC members by various means (fax, mail, e-mail, etc.).
2. Criteria for selection: All applications must be sent to the Commission scolaire du Littoral. A decision will be made once the application has been reviewed by members of the PIC sub-committee, and the applicant notified in writing.
3. Teachers should make every effort to use the most economical form of travel possible (ie: advance ticket purchase, hotel rates and airfare, etc.)
NOTE: Expenses for conferences or workshops outside Québec are subject to the following conditions:
 - travel fare up to an equivalent airfare to Montreal;
 - per diem for room & board;
 - substitution costs equivalent to time required for provincial sessions.
4. P.I.C. will approve an amount not exceeding \$ 3 250 barring unforeseen events (excluding cost for substitution) for any teacher selected to attend an off territory convention. Teachers must make an effort to economize travel, (ie: advance ticket purchase, economical airfare and hotel, etc.). Return on Sundays is obligatory whenever transportation is available.

D - Credited Courses (Continuing Education)

Application for credited courses (by distance or attended in person) must be directed to the PIC subcommittee at least ten (10) days prior to the registration.

Application expenses for reimbursement includes transportation (if applicable), lodging (if applicable) and registration fee.

Criteria for application and reimbursement are as follows:

- the candidate has sent an official transcript of credits obtained or any document attesting to the successful course completion;
- the candidate has completed Form E or F (request for reimbursement). NOTE: Principal's signature not required.

1. Credited Courses (By Distance)

Application procedure: Candidates should direct to the P.I.C. sub-committee a completed application Form C stating:

- a) course title and program
- b) location
- c) number of credits
- d) dates/time for the workshop and travel times
- e) estimated costs:
 - registration and tuition, to a maximum of \$1 000,

2. Credited Courses (In Person)

Application procedure: Candidates should direct to the P.I.C. sub-committee a completed application Form C stating:

- a) course title and program
- b) location
- c) number of credits
- d) dates/time for the workshop and travel times
- e) estimated costs :
 - registration and tuition, to a maximum of \$1 000 per school year;
 - transportation cost is established in accordance with the parameters in Section 2.1 and 2.2 (see below);
 - lodging: cost for lodging is established in accordance with the rates established in Section 2.3 (see below).

2.1. **Teachers entitled to three (3) annual trips must use them.** Teachers whose names appear in Annex 27 of the Collective Agreement will be reimbursed up to the equivalent of round trip airfare between Sept-Îles and Montreal.

2.2. Teachers not eligible for any annual trips will be reimbursed up to the equivalent round trip airfare between their point of departure and Montreal.

2.3 Teachers requiring lodging away from home will be reimbursed at \$134,

per week (based on 2013 Emploi-Québec rates) to a maximum of \$804 (equivalent of six (6) weeks).

E - Leaves of Absence with Pay

No leaves will be granted.

F - Leaves of Absence without Pay

1. Teachers on leave of absence will be reimbursed tuition expenses. Teachers who are not entitled to paid annual trips will be reimbursed transportation costs up to a maximum of airfare between their point of departure and Montréal.
2. Teachers will be reimbursed within six (6) months of their return to a school under the jurisdiction of LNSETA. A completed Form E or F should accompany their request for reimbursement. Only successful candidates **who are LNSETA members in good standing** will be reimbursed.



ON or OFF THE TERRITORY
Application form for conferences or workshops
 (Please forward to the attention of formation@csdulittoral.qc.ca)

SECTION I: Identification			
Name :	Telepnone number :		
Address:	School:		
SECTION II: Conference/Workshop			
Title :			
Responsible Organization :			
Location :	Date :		
Description :			
SECTION III: Anticipated Expenses			
Commercial establishment		Boarding	
\$ 15	Breakfast	\$ 8	Breakfast
\$ 25	Lunch	\$ 12	Lunch
\$ 30	Dinner	\$ 15	Dinner
*Lodging (Ask for Educational rate)		\$ 30	Lodging
Registration			
Meals	\$	Airfare	\$
Tips	\$	Ground transportation ⁽¹⁾	\$
Lodging	\$	Total ⁽²⁾	\$
Substitution (Please anticipate the current rate per day)			\$
SECTION IV: Why do you wish to attend this conference / workshop?			
SECTION V: Authorization of Absence			
Principal Signature			Date :
SECTION VI: Applicant's Signature			
Signature			Date :
<p>(1) Rates paid in conformity with the Travel Expense Policy of the Littoral School Board.</p> <p>(2) Please note that, by resolution of P.I.C. (10-17) expenses must not exceed \$ 3 250, for off territory. (Not including substitute teacher cost). Also, if an advance is needed, please attach Form E to this application.</p>			
SECTION VII: PIC subcommittee response			
APPROVED :		<input type="checkbox"/> Please see correspondance attached	
YES <input type="checkbox"/> NO <input type="checkbox"/>			
Signature :			



ON THE TERRITORY
Application form for conferences or workshops
 (Please forward to the attention of formation@csdulittoral.qc.ca)

SECTION I: This application is to be filled in by the person(s) organizing the conferences or workshops

Title :

Name of person responsible:

SECTION II: Aim(s)

SECTION III: Dates

SECTION IV: Location:

SECTION V: Participants

NAME	SCHOOL	ATTENDANCE ¹	NAME	SCHOOL	ATTENDANCE ¹
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

SECTION VI: Expenses for Guest Speaker(s) (if any)

Name:

Airfare:		Lodging:	
Ground transportation ¹ :		Meals:	
Fees:		Subtotal:	

SECTION VII: Anticipated costs for listed participants

Airfare:		Lodging:	
Ground transportation ¹ :		Meals:	
Substitution Costs: <small>(Please Anticipate current rate per day)</small>		Organizational Expenses:	
SUBTOTAL:		GRAND TOTAL:	

SECTION VI: Organization authorized by

Principal Signature		Date :	
---------------------	--	--------	--

SECTION VII: Person Responsible

Person(s) Responsible		Date :	
-----------------------	--	--------	--

(1) Rates paid in conformity with the Travel Expense Policy of the Littoral School Board.



**Credited Courses
Non-Credited Courses
Summer Courses
Distance Education**

(Please forward to the attention of formation@csdulittoral.qc.ca)

SECTION I: Identification and information			
Name :	School :		
Course Title:	Location:		
Number of Credits:	Dates:		
SECTION II: Estimated costs			
Tuition fees:			
Airfare:			
Ground Transportation:			
Lodging:			
Meals:			
TOTAL :			
SECTION III: Applicant's signature			
Principal Signature		Date :	
Sub-Committee Approval		Date :	
Sub-Committee Approval		Date :	
<p>N.B.: <i>Complete before May 31, for Summer Courses. For Distance Education or other credited courses, submit 10 days prior to registration.</i></p>			



REQUEST FOR ADVANCEMENT OF FUNDS
(Please forward to the attention of srf@csdulittoral.qc.ca)

SECTION I: Name of recipient

Name :	School :
--------	----------

SECTION II: Request information for advancement

Conference or Workshop :	Date of event:
--------------------------	----------------

SECTION III: Amount of request

\$ 1500 (maximum amount)

_____\$


SECTION IV: Supporting documents (please attach to the request)

<input type="checkbox"/>	PIC application
<input type="checkbox"/>	Letter of approval

SECTION V: Signature

Recipient :		Date :	
-------------	--	--------	--

N.B. : Anticipate a delay of 3 weeks before receiving this advance.

		789, rue Beaujeu Sept-Îles (Québec) G4R 1P8 Tél. : (418) 962-5558 Téléc. : (418) 968-2942		DEMANDE DE PAIEMENT PAYMENT REQUEST	
				384690	
NUMÉRO DE MATRICULE: EMPLOYEE NUMBER:				DATE: 2015-05-14	
NOM DE FAMILLE: SURNAME:				ÉCOLE: SCHOOL:	
PRÉNOM: FIRST NAME:					
ADRESSE / ADDRESS:					
Rue / Street:					
Village / Village					
Province:		Code Postal / Postal Code:			
DATE	DESCRIPTION	QTY.	TAUX RATE	MONTANT TOTAL	
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
				-	\$
TOTAL				-	\$
RÉSERVÉ OFFICE USE		CODE BUDGÉTAIRE:			
		CODE BUDGÉTAIRE:			
		CODE BUDGÉTAIRE:			
Employé(e) - Employee		Supérieur(e) Immédiat(e) Immediate Supervisor		Vérifié par Verified by	
				PAYÉ -PAID:	

(Please forward to the attention of formation@csdulittoral.qc.ca)