

**POLICY RELATED TO PROFESSIONAL
IMPROVEMENT ACITIVITIES**

EFFECTIVE DATE	July 1, 2024
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ROADMAP

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1. DEFINITION AND MANDATE OF THE COMMITTEE

1.1. Composition

The Professional Improvement Committee is composed of at least two (2) representatives of the union and at least two (2) representatives of the Centre de services scolaire du Littoral (CSSL).

Each year, before November 1st, the union forwards the names of its representatives to the school service centre, and the school service centre does the same.

The chair and secretary are elected at the first meeting in the fall, either in person or remotely.

The chair leads the meetings.

The secretary drafts the minutes and distributes them to committee members. After consultation with the chair, the secretary prepares the agenda.

A PPL (Personnel Professional Littoral) sub-committee may be formed at the fall meeting. It is composed of a union representative and a school service centre representative. The sub-committee's mandate is to accept and refuse requests for professional improvement.

1.2. Role and mandate of the committee

The committee:

- Identifies budget allocation rules and recommends allocations for improvement activities;
- Receives, analyzes, accepts or refuses requests for any improvement activities;
- Allocates amounts in such a way as to benefit as many people as possible;
- Distributes allocated amounts fairly;
- Organizes collective improvement activities in line with the needs expressed by professionals;
- Helps manage improvement activities;
- Promotes professional improvement and informs union members of its main governing rules.

1.3. Frequency and location of meetings

Committee meetings are held once (1) or twice (2) a year, either remotely or in person.

2. OPERATING BUDGET

Each year, the school service centre allocates a budget for professional improvement corresponding to the amount indicated in article 7-10.01 and article 7-10.02 of the *Collective Agreement for Professionals in Education*.

3. TYPE OF PROFESSIONAL IMPROVEMENT

3.1 Organizational improvement

Activity required by the school service centre aimed at increasing knowledge, developing or acquiring skills or techniques, modifying an employee's work habits and leading to an improvement in the quality of the school service centre's administration.

3.2 Functional improvement

Activity designed to increase knowledge, develop or acquire skills or techniques, modify an employee's work habits and leads to improved performance in the accomplishment of duties; or prepare to perform other duties at the school service centre.

4. ELIGIBLE ACTIVITIES

Eligible activities are:

- Professional improvement activities, such as university courses, internships, study sessions and seminars, offered by educational institutions recognized in Quebec or by any organization recognized in Quebec;
- Professional improvement activities, such as conventions, conferences and specialized visits, when they are related to the duties of the employee and contribute to improving their qualifications;
- Participation in trade fairs and exhibitions, provided they include a training component;
- The union may, in collaboration with the school service centre, organize a professional improvement activity;
- A session organized by the school service centre after agreement with the Professional Improvement Committee. The committee decides on the amount to be allocated for such an activity. The school service centre assumes the additional costs of the activity.

5. PROCESSING OF REQUESTS

Processing procedures are set out in the CSSL' *Framework for Professional Improvement Activities*.

5.1 How to apply

All requests for professional improvement must be submitted to the Professional Improvement Committee using the [Professional Improvement Form](#), duly completed by the employee, accompanied by an estimate of expenses and a summary of the desired activity (program, publicity, web page, etc.).

Expenses claimed must comply with the [Policy on the Reimbursement of Business Travel Expenses](#). The policy is available on the CSSL website at www.cssdulittoral.gouv.qc.ca.

Requests must be sent by email to: formation@cssdulittoral.gouv.qc.ca.

Once the request has been approved, the employee makes their own reservations, if applicable.

5.2 Request deadlines

- Requests must be submitted at least one (1) month prior to the activity.
- The committee reserves the right to refuse any request that does not meet this deadline.
- The committee must follow up on requests with five (5) working days.

5.3 Approval by immediate supervisor

All improvement requests must be approved and signed by the employee's immediate supervisor before being sent to formation@cssdulittoral.gouv.qc.ca. Any request that does not comply will be returned to the employee.

5.4 Request evaluation criteria

When reviewing requests, the Professional Improvement Committee takes certain criteria into account including:

- Compliance with request deadlines;
- Submission of the request on the appropriate form, accompanied by an estimate of expenses and a summary of the activity;
- Compliance with the maximum allocated amount for an employee;
- Budget availability;
- Relevance to tasks and access to new tasks;
- Participation in one (1) convention every two (2) years will be authorized.

6. ELIGIBLE EXPENSES

6.1 Improvement activity provided by an educational institution in Quebec recognized by the ministry

- Reimbursement requests and receipts must be sent to payables@cssdulittoral.gouv.qc.ca using the [Payment Request](#) form or the [Professional Travel Expenses Form](#).
- Dropped courses will not be reimbursed. A failed course will be reimbursed; however, a retake will not. The committee reserves the right to request transcripts at any time.
- It is possible for an employee to submit a request for professional improvement during a leave of absence without pay for studies, or an extension of a maternity, paternity or adoption leave.

6.2 Improvement activity provided in Quebec by an institution not recognized by the ministry

- Reimbursement requests must be submitted within thirty (30) days of the activity;
- Reimbursement requests and receipts must be sent to payables@cssdulittoral.gouv.qc.ca using the [Payment Request](#) form or the [Professional Travel Expenses Form](#). It must be accompanied by the original certificate. Employees must keep a copy of their documents;
- Any employee who attends a professional improvement activity must complete the form available to share their appreciation of the activity: [Appreciation - Improvement Activity](#)

6.3 Organization of an improvement activity with the school service centre

Employees wishing to invite a resource person must submit a request to the Professional Improvement Committee at least eight (8) weeks in advance. The following information must be included in the request:

- Topic;
- Date;
- Goals;
- Duration;
- Number of participants;
- Terms and conditions.

6.4 Convention

The convention must last at least two (2) days. Any employee attending a convention must complete the form available to share their appreciation of the activity: [Appreciation - Improvement Activity](#)

7. EFFECTIVE DATE

This policy is effective on July 1st, 2024.