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RESPONSIBILITY FOR FOLLOW-UP	Professional Improvement Committee

ROADMAP

ADOPTION	July 1, 2024
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1. OBJECTIVE

The Centre de services scolaire du Littoral (CSSL) recognizes the importance of professional improvement within its organization.

2. APPLICATION

This document outlines the terms and conditions that apply in accordance with the CSSL's *Policy Related to Professional Improvement Activities*.

3. RESPONSIBLE

The Professional Improvement Committee is responsible for overseeing this process and ensuring its application.

4. PROCESSING OF REQUESTS

The procedure for processing requests is as follows:

- The committee prioritizes access to a first training course for all professional staff members before considering the possibility of granting a second one in the same school year;
- To be considered relevant, all requests for professional improvement must be directly related to professional duties within the school service centre;
- Except for language courses (English or French), funds for professional improvement are available from the second year of continuous service with the school service centre;
- Language courses (English or French) are available from the moment the employee starts work;
- All requests for professional improvement must first be approved by the immediate superior;
- Members of the Professional Improvement Committee cannot decide whether or not to accept their own request(s);
- The maximum amount allocated each year for professional improvement without travel varies. It will be determined according to the request and following analysis by the committee;
- The maximum amount allocated each year for professional development with travel, including related expenses such as registration fees, accommodation, per diem, etc., is \$1,500, plus the cost of round-trip travel (plane, car, etc.);
- Any cost exceeding the allocated amount will be evaluated by the committee;
- Any exceeding cost of a previously approved request will be evaluated, and the employee will assume the cost, if applicable;
- An employee may defer to the following year the amount to which he or she is entitled. However, this deferral cannot result in the granting of an amount exceeding the annual limit.