



Eastern Shores School Board  
Eastern Shores Teachers' Association



# PROFESSIONAL IMPROVEMENT COMMITTEE

~~POLICY~~  
~~2022-2023~~

**2024-2025**  
**Temporary kit**

EFFECTIVE JULY 1, 2022  
UNTIL JUNE 30, 2023

## **POLICY STATEMENT**

ESSB and ESTA jointly believe in lifelong learning and to that end believe that teacher development should extend well beyond their initial training to have the greatest impact on student learning. To ensure that teachers within the employ of ESSB will have access to funding to attend subject related conferences or to follow university credit courses.

## **VISION**

- to update teachers' knowledge of a subject in light of recent advances in the area;
- to update teachers' skills, attitudes and approaches in light of the development of new teaching techniques and objectives, new circumstances and new educational research;
- to enable teachers to apply changes made to curricula or other aspects of teaching practice;
- to enable schools to develop and apply new strategies concerning the curriculum and other aspects of teaching practice;
- to exchange information and expertise among teachers and others, e.g. academics, industrialists;
- to help teachers become more effective.

## **REIMBURSEMENT**

Each year, the P.I.C. subsidizes teacher expenses incurred when attending various conferences and workshops requested by teachers.

The eligibility requirements are as follows:

- All teachers hired by contract are eligible to apply for PIC funding regardless of the percentage worked according to their contracts.
- Casual supply teachers, teachers-by-the-lesson and hourly paid teachers are not normally eligible for PIC funding since they do not generate funding under chapter 7 of the teachers' provincial entente, unless they meet the following criteria:
  - Adult or Vocational Education Teachers, who are on the Recall List, may use PIC funds every second school year.
- Teachers on leaves of absence, deferred salary sabbatical leaves, loans of service, sick leaves or CSST leaves are not eligible to apply for funding.
- Teachers on parental leaves may be eligible for funds for course work only, if they are continuing while on their parental leave.

Frequency and amount of funding available per teacher:

- Each teacher is limited to one in-person conference per year OR to be reimbursed a maximum of \$1000 for online conference registrations OR to be reimbursed a maximum of \$1700 toward credit courses during the same year (i.e. July 1 to June 30).
- Teacher must choose one of the following plans:

	PLAN "A"	PLAN "B"	PLAN "C"	Receipts Required?
Travel: per kilometer, rate as per board travel policy, to a maximum of \$400	\$400 max		\$0	No
Travel by air, bus or train (can claim mileage for taxis or public transportation)		\$1100 max	\$0	Yes
Per day of conference to cover expenses	\$250	\$250	\$0	No
Conference registration	\$400 max	\$400 max	\$1000 max	Yes
Course registration	Max \$1700			Receipt required as well as transcript that you successfully completed course or program.

## CONFERENCE REIMBURSEMENT

The following is the procedure for reimbursement of conferences:

1. Teachers should obtain the "Teacher PIC Travel Form" (online) and obtain authorization from their school/centre administrators prior to attending a conference. Teachers must indicate which plan they have chosen and include information about the conference (with the exception of the annual QPAT Convention).
2. The "Teacher PIC Travel Form" must be submitted to the Educational Services Department (des@essb.qc.ca) and the union (esta.aees@gmail.com) for approval.
3. Within 30 days upon the return of the teacher, the "Teacher PIC Travel Form" should be submitted to the Finance Department. The teacher must complete the brief resumé (handouts may be submitted in lieu of a resumé) and include receipts, if required. Registration for the event shall be submitted as proof of attendance (e.g. personalized agenda or name tag).
4. Teachers must notify the ESSB's Educational Services department if they do not attend a conference for which they obtained authorization.

Other considerations:

- The maximum amount granted for any given year is \$1,700.
- At all times, teachers should do their utmost to minimize substitution costs.
- PIC monies cannot be combined with any other type of funding (e.g. NANS, PDIG, etc.).
- The length of eligible conferences must be at least one full day for an in-person conference.
- Conferences must be of an educational nature and must be relevant to a teacher's current teacher assignment.
- Request for out-of-country conferences will not be approved if an equivalent conference is available in Canada.

## REIMBURSEMENT OF CPR / FIRST AID

The P.I.C. encourages all ESSB teachers to maintain current CPR and First Aid skills.

Because of the importance of safety in the workplace, the eligibility requirements for reimbursement are as follows:

- All teachers are eligible regardless of the percentage or hours worked.
- Teachers-by-the-lesson and hourly paid teachers are also eligible.
- Casual supply teachers are not eligible for course reimbursement.
- Teachers on leaves of absence, maternity leaves, deferred salary sabbatical leaves, loans of service, sick leaves or CSST leaves are not eligible to apply for funding.

- A teacher who has already made a claim for reimbursement of a conference or credit course may also make a claim for CPR/First Aid within the same year (i.e. July 1 to June 30).

The following is the procedure for reimbursement of CPR and/or First Aid courses:

1. Teachers shall submit their claim to the ESSB's Finance Department. In order for teachers to be reimbursed for their CPR and/or First Aid course fees.
2. In order to be reimburse, the following conditions must be met:
  - i. The CPR and/or First Aid course must be a recognized course through a reputable organization (e.g. Heart & Stroke Foundation, Red Cross, St. John Ambulance, CNESSST, etc.);
  - ii. The teacher must have successfully completed the course with a passing grade;
  - iii. The teacher must forward proof that he/she was successful in the course;
  - iv. The teacher must submit a receipt of payment of fees.

Other considerations:

- The maximum amount granted for any given year is \$150, per participant.
- A teacher may only claim one CPR/First Aid course per year.

## **GROUP PROFESSIONAL DEVELOPMENT REIMBURSEMENT**

The teaching staff at a school or centre may request up to \$2 500 to cover the cost of one Professional Development activity for their school. Every school or centre is entitled to the same amount regardless of the number of teachers on their staff. The PD must be selected by a majority of the teachers participating. Schools may use funds from other sources (NANS, PDIG, etc.) to cover additional expenses. Schools may use these funds once per year, regardless of how many teachers have used their individual funding.

Requests must be approved in advance by Educational Services and the union.

## **COURSE REIMBURSEMENT**

Each year, the P.I.C. reimburses teachers' tuition fees for credit courses.

The following is the procedure for reimbursement of credit courses:

1. Teachers must complete and submit the "CLAIM FOR REIMBURSEMENT OF TUITION," found in annex I of this document, to the Educational Services Department for prior approval of the course.
2. The Educational Services Department will present the application to the P.I.C., through an email to all members of the committee.
3. Teachers shall submit their claim to the ESSB's Finance Department. In order for teachers to be reimbursed for their fees, the following conditions must be met:
  - i. The teacher must have successfully completed the course with a passing grade;
  - ii. The teacher must forward a transcript from the institution;
  - iii. The teacher must submit a receipt of payment of fees.

Other considerations:

- The maximum amount granted for any given year is \$1,700.
- In order for a teacher to have their scholarship reviewed as a result of successfully completing credit courses, teachers must contact Human Resources directly.

The eligibility requirement for teachers is the same as the definition under "Policy for Reimbursement of Conferences." The eligibility requirements for course reimbursement is the following:

- The course must be taken through a recognized college or university.
- These courses must be recognized by the Government as eligible requirements towards the upgrading of the teacher's personal classification.
- Normally, these courses shall be part of a recognized diploma or certificate program.
- P.I.C. will consider the possibility of reimbursing teachers who follow non-credit courses (i.e. courses that do not affect classification and that are taken at a recognized university) provided that these

courses are relevant to the field of education. **However, teachers must consult the P.I.C. prior to their following said non-credit courses in order to ascertain if their course of study are eligible for a reimbursement.**

- Each teacher is eligible to claim for course reimbursement up to the maximum amount of \$1,700 per school year.

# ANNEX I

## EASTERN SHORES SCHOOL BOARD PROFESSIONAL IMPROVEMENT COMMITTEE CLAIM FOR REIMBURSEMENT OF TUITION

Name: \_\_\_\_\_ School: \_\_\_\_\_

University: \_\_\_\_\_ Programme: \_\_\_\_\_

Current Teaching Assignment: \_\_\_\_\_

COURSES:	CREDITS OBTAINED:	DATE:	AMOUNT
TOTAL:			

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Notes:

- [1] Claimee is responsible for having a Transcript forwarded to E.S.S.B. Finance Department from the issuing institution.
- [2] Each claim will be evaluated in accordance with the current policy established by P.I.C.
- [3] Your attached receipts will be returned to you for income tax purposes.

**FOR OFFICE USE ONLY**

I HAVE VERIFIED THIS CLAIM AND THEREBY AUTHORIZE THE AMOUNT OF _____ % OF \$ _____ = \$ _____.
_____ SCHOOL BOARD AUTHORITY
REASON FOR REJECTION: _____ Initials: _____