



GUIDELINES
Professional Growth Subsidy Fund



Effective September 1, 2009

A. TERMS OF REFERENCE:

COLLECTIVE AGREEMENT: CLAUSE 6.2

Professional Development Leave and Professional Growth Subsidy. The Board shall provide to the Professional Growth Subsidy 325 substitute days effective **September 1, 2009** with the option to purchase an additional 225 substitute days for the purpose of professional development.

The Board will make available for the purpose of professional development a fund of \$250,000.00 effective *September 1, 2006*. This fund will be jointly administered by the Professional Growth Subsidy Committee and the Superintendent of Schools or designated Superintendent in the following manner:

The Professional Growth Subsidy Committee will review applications from teachers requiring financial assistance and will in turn make recommendations to the Superintendent of Schools or designated Superintendent as to disbursements. The Superintendent of Schools or designated Superintendent shall have final right of approval on such disbursements.

The fund and its operation will be subject to audit by the Board.

B. ADMINISTRATION

1. The operating committee shall consist of six members (one representative per school-based division, two members-at-large) of the Local elected by the Council of School Representatives (C.S.R.) with members elected on a rotating basis. The President of the Local or designate and the Superintendent or designate sit as ex officio members of the Professional Growth Subsidy Committee.
2. The Committee shall meet at least once a month during the school year to review the applications from teachers requiring financial assistance and will in turn make recommendations to the Superintendent or designate.
3. The Committee must submit an annual report listing individual applications and detailing disbursements. The term of the report is to coincide with the Board's fiscal year. Copies will be distributed to the Alberta Teachers' Association Local #55 Executive, the Superintendent, and the Board of Trustees.
4. The Committee will review annually its operations and guidelines and make recommendations for necessary change.

C. INDIVIDUAL GRANT DISPOSITION

1. Form A-1 and B-1 must be completed and signed only by teachers under contract. The committee can only offer financial support when the teacher is under contract at the date of conference completion.
2. Applicants will receive written approval or refusal of their application.
3. Professional Growth Subsidy Fund will provide assistance to the first 30 individuals applying for subsidy to attend an in-city or in-province conference.

- 3.1 N.B. Individuals attending Out-of-Province conferences may be restricted under the terms of Interim Regulations GCI (see #3). This policy shall not apply, however, if attendance at the conference does not require release from regular assignment.
GCI #3 states: No more than six employees from District school-based staff may attend the same conference, convention, seminar or visitation without the prior approval of the superintendent, Human Resource Services. Ordinarily, no more than two participants are to be school-based staff employees from the same school.
- N.B. The Catholic School Centre, St. Paul Centre and St. Leo's Centre will be considered as one school site.*
4. Out-of Province Applications (Form B-1) must be submitted to the Professional Growth Subsidy Secretary 5 working days prior to the PGS meeting date.
In-City/In-Province Applications must be submitted 14 working days prior to the conference. Applications will be considered ONLY if adequate time is available for processing and will be subject to review by the Committee. Applications received on or after the conference date will not be considered.
5. Applications must be accompanied by a copy of a pamphlet, brochure or typed letterhead from the conference organizer, listing speakers, times, dates and topics. If the latter is submitted, a brochure is required with receipts before any reimbursement will take place.
- As a courtesy, each application requiring absence from regular assignment should be signed by the appropriate administrator to indicate his or her knowledge of the proposed absence for professional development reasons.
- N.B.: ATA conference applications will be accepted without a conference brochure.*
6. Individuals may receive no more than one grant per year (September 1 to August 31). This grant may be either for a conference OR for tuition, but not both.
7. If a similar or identical conference is being held in more than one geographic centre, funding will be only provided for a location closest to Calgary.
8. Applicants requesting funding as a presenter must also be registered at the conference.
9. Under no circumstances will individual grants be allowed for group conference or group activities organized by school system personnel during a teacher day.
10. Teachers may apply for up to two substitute days depending on the nature of the conference and the availability of substitute days.
11. When a teacher is allocated conference support, it is strictly for that conference and that conference only.
12. Following the professional development activity, applicants must submit Conference Evaluation Form within ONE month of conference completion. If receipts are not forthcoming, no funds will be allotted and the substitute teacher costs will be deducted from any subsequent approved funding.
13. All applicants for out-of-province conferences held during the summer vacation (July, August) must be approved by the Professional Growth Subsidy Committee, and must be submitted by **May 12, 2010**. All other applications for in-city/in-province and tuition must be submitted to the Professional Growth Subsidy Secretary by **June 2, 2010** to allow for processing.

14. Individual Subsidies – excluding possible substitute grants:
- a) Attendance at In-City conferences may be funded to a maximum of \$300.00 based on ORIGINAL receipts as stipulated by the guidelines.
 - b) Attendance at In-Province conferences may be funded to a maximum of \$500.00 based on ORIGINAL receipts as stipulated by guidelines.
 - c) Out-of-Province conferences will be funded to a maximum of \$1250.00 based on ORIGINAL receipts as stipulated by guidelines. In the interest of equitable sharing, TWO FULL calendar years must elapse between Out-of-Province conference dates.

Conference registration fees, meal and parking receipts must be submitted for CATEGORY a) above. *ONLY ORIGINAL RECEIPTS WILL BE ACCEPTED.*

Conference registration fees, meal, accommodation and transportation receipts must be submitted for CATEGORY b) above.
ONLY ORIGINAL RECEIPTS WILL BE ACCEPTED.

Conference registration fees, meal, accommodation and transportation receipts must be submitted for CATEGORY c) above. Acceptable receipts for airfare include: the original return economy airline ticket and/or boarding pass or other original documentation listing travel dates, times and costs. *ONLY ORIGINAL RECEIPTS WILL BE ACCEPTED.*
 - d) Meals to a maximum of \$35.00 per day (in-city) and \$50.00 per day (out of city). Receipts required. Gratuities, alcohol and long distance phone charges not included.
 - e) Catholic Enrichment Fund: Conferences and Tuitions are funded for the same amount as the Regular funding. The brochure from the conference or course description accompanying the application must clearly indicate that it is related to the Catholic Faith and/or Religious Education Curriculum of the District.
 - f) Active members on leave who have paid the appropriate membership fees, may be funded to a maximum of \$400.00 from a) or b) or c) or e) above.
 - g) Substitute teachers may apply for a subsidy for a conference or tuition to a maximum of **\$500.00** per person.
 - h) Overnight accommodation will be an acceptable expense based on
 - i). if an in-province conference begins at 8:00 am or earlier and
 - ii). if the conference location is over 150 km from the City of Calgary based on the distance in the 'Kilometrage Chart' published by the Alberta Teachers Association.
15. Successful out-of-province applicants will be ineligible to access any portion of the regular fund for 2 years from the date of the conference. Applicants who are approved for regular out-of-province funding must wait one full calendar year from the conference start date before accessing the Catholic Enrichment Fund for an out-of-province conference. Applicants who are approved for out-of-province conference from the Catholic Enrichment Fund must wait one full calendar year from the conference start date before accessing the regular fund for an out-of-province conference. However, applicants can access tuition, in-city/in-province conference from the Catholic Enrichment Fund.
16. An applicant who has been approved for conference attendance but is unable to attend must inform the Professional Growth Secretary in writing prior to that conference. Failure to inform the Secretary will result in forfeiture of all funding eligibility for 2 years.
17. Should any application raise unusual or unique circumstances, the Committee reserves the right to make recommendation to the Superintendent for final approval.
18. If a teacher is refused support he/she may appeal the decision in writing prior to the next Professional Growth Subsidy meeting and resubmit his/her application to the committee. If refused again, the

teacher may appeal to the Superintendent or designate.

19. All other factors being equal, the principle of first come, first served will be followed. The date stamp is the effective indicator of a complete application.
20. Disposition of Funds:
 - 1% Substitute Teachers Fund
 - 6% of fund for Catholic Enrichment activities: to be allocated by individual application to the committee.

 - 10% for tuition for the year.
 - 5% for summer conferences (July and August)
 - 30% Segment 1 - September – November Inclusive
 - 24% Segment 2 - December – March Inclusive
 - 24% Segment 3 - April - June Inclusive

TUITION FEES

D.

1. Individuals, under contract, are entitled to make application to attend one course per year (September 1 to August 31) in the category of tuition fees to a maximum of \$400.00 per year provided that no conference grant has been made to the individual during the same eligibility year and no entitlement again for out-of-province for 2 years with the exception of the Catholic Enrichment Fund.
2. Form T-1 must be completed with all necessary enclosures and signatures.
3. Applications must be submitted to the Professional Growth Subsidy Secretary by the 20th of the month prior to the commencement of the course to ensure adequate time for processing. Applications RECEIVED on or after the course commencement date will not be considered.
4. Applicants will receive written approval or refusal of their application.
5. To allow for a diversity of professional development activities, applicants will not be restricted to university-accredited courses only. Courses offered by the University of Calgary (non-credited), Continuing Education S.A.I.T., Mount Royal College, Further Education, City of Calgary, etc. will also be considered. This consideration will be given only if the applicant can provide a reasonable detailed rationale of how a course will allow for the professional development of the applicant.
6. Reimbursements will be restricted to ACTUAL TUITION FEES AND REQUIRED COURSE MATERIALS to a maximum of \$400.00. Upon the completion of the course applicants must submit an official statement of Tuition Fee receipt Form within ONE month of course completion. (Form T-2 attached to application) and Course Completion Form (Form T-3 attached to letter of approval.) Funds cannot be reimbursed until these forms have been submitted. The course must be completed within the school year (September 1 – August 31).
7. An applicant who has been approved for a course but is unable to attend must inform the Professional Growth Secretary in writing one week after course commencement. Failure to inform the Secretary will result in forfeiture of all funding eligibility for 2 years from the date of notification of forfeiture.
8. Applicant approved for subsidy for Tuition, finds that the course is unsuitable, may withdraw from that course and re-register in the same faculty, instruction and semester. The PGS secretary must be informed of the course change within 2 weeks of the original course commencement date. Applicant must provide documentation of course cancellation and registration for the new course. Failure to inform the Secretary will result in forfeiture of all funding eligibility for 2 years.
9. No substitute time will be granted to attend a course.
10. Should any application arise involving unusual or unique circumstances, the Committee reserves the right to make recommendations to the Superintendent for final approval.

11. Form T-1 must be completed and signed only by teachers under contract. The committee can only offer financial support when the teacher is under contract at the date of course completion.

IRREGULARITIES IN USE OF FUND

E.

1. Irregularity is identified.
2. Within 30 school days of the identification of the irregularity the teacher will be notified in writing concerning the issue.
 - a) Copies of all documents related to the issue will be sent to the teacher and a request for clarification/explanation will be made in writing.
 - b) A response will be requested within 30 school days. The teacher may submit written clarification to the committee or may appear in front of committee to present clarification, or may have a representative make a presentation.
3. Within 15 school days of article 2. ii., the Committee will meet and consider the situation, read the written documents or hear the presentation.
4. If the committee determines that the issue is resolved, a letter will be sent to the teacher indicating the resolution.
5. If the committee determines that the irregularity remains an issue a written declaration will be so issued, inviting a response.
 - a) If no response is received within 15 school days, the committee will inform the teacher that procedures 6 through 7 will occur.
 - b) If a response is received, steps 3 and 4 may be repeated.
6. A 15-day waiting period will occur following the writing of the declaration in item 5 a. The teacher may issue an appeal of the committee's decision to the table officers of the Local. If such an appeal is presented within this time period, the process will be held in abeyance until Table Officers reach a decision and inform the committee of their conclusion. If a difference exists between both groups, a request for assistance will be made to the Members Services Department of the Association.
7. If no appeal is forthcoming within the time period or if the conclusion of Table Officers is consistent with the committee's decision, the committee will:
 - (A) Formally request a refund, and
 - (B) Block access to the PGS fund for 5 years, and
 - (C) Request a professional investigation by the Executive Secretary of the Association.

Examples of possible irregularities

- A sub day used while not attending a conference.
- Asking for a sub when you don't need one.
- Issuing false receipts.