



# COMITÉ DE PERFECTIONNEMENT PROFESSIONAL IMPROVEMENT COMMITTEE



*Guidelines for Teachers*

**2024-2025**

*Riverside Teachers' Union*  
*Syndicat de l'enseignement de Riverside*



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### **SUPPORTING DOCUMENTS THAT CAN BE FOUND ON RSB WEBSITE UNDER HUMAN RESOURCES**

II	Request for Reimbursement of Tuition Fees
III	Acknowledgement - Request for Reimbursement of Tuition Fees
IV	Request to Attend In-Service Activity - Teachers (P-95)
V	Acknowledgement Form / Request to attend a Professional Improvement activity
VI	Reminder - Reimbursement of PIC Expenses & Tuition Fees
VII	Expense Account Claim
VIII	Local Workshops
IX	School Based Pedagogical Day Animator Expense Form
X	Authorization to Attend a Teacher In-Service Activity (P-96)
XI	In-Service Activity Evaluation
XII	School Visit Evaluation Form
XIII	Local Workshop Evaluation

## *Introduction*

The Professional Improvement Committee (PIC) is a parity committee composed of four representatives from the Riverside Teachers' Union and four representatives from the Riverside School Board (RSB).

The PIC supervises the distribution of funds for the following expenditures:

- I. Reimbursement to teachers for tuition fees
- II. Participation of teachers in workshops and conferences
- III. Organization of local and regional workshops

## *General Policy*

### **ELIGIBILITY FOR REIMBURSEMENT**

- G.1 Teachers on full-time or part-time contracts (pro-rated) covered by the Collective Agreement are eligible to receive Professional Improvement Committee funding.
- G.2 Teachers on 100% leaves of absences without pay or on medical leaves are not eligible for PIC funds.
- G.3 Teachers on a deferred salary leave of absence will be eligible for reimbursements for tuition fees only.
- G.4 Teacher on loan for MEQ (unless funded by MEQ)

## *Policy on Tuition Fees*

### **ELIGIBILITY FOR REIMBURSEMENT**

- A.1 **Teachers requesting reimbursement of tuition fees for the summer courses will be refunded on condition that the request is submitted by June 30<sup>th</sup> and on confirmation that they have a contract the following school year. A conditional approval will be sent in the meantime.**
- A.2 Teachers are not eligible to receive reimbursement of tuition fees for courses they successfully completed before they received a contract with this board.
- A.3 Teachers on part-time contracts are eligible to receive reimbursement of tuition fees on a pro rata basis.
- A.4 Teachers on a deferred salary leave of absence will be reimbursed for tuition fees on the same basis as teachers not on leave.
- A.5 Teachers on all other leaves of absence are not eligible for PIC funds.

*Please note that teachers who receive reimbursement of tuition fees from the Ministère de l'Éducation du Québec (MEQ) are not eligible to receive reimbursement from P.I.C. funds.*

### **TYPES OF COURSES AND RATES OF REIMBURSEMENT**

There are two categories of courses for which tuition fees are reimbursed:

- I. Courses at the CEGEP or university level in Quebec that lead to a change in schooling status, though not necessarily a change in classification.**
- A.6 The PIC will consider the reimbursement of tuition fees for courses completed outside the province of Quebec, provided that it is notified by the teacher before the course is undertaken and that it is recognized by a Quebec university. The tuition fee will be reimbursed, according to the PIC guidelines, on the basis of what a similar course would have cost at a Quebec CEGEP or university.
- A.7 Tuition fees for courses in subjects or disciplines that are currently part of the curriculum, or are likely to be part of the curriculum, or which provide

pedagogical training are reimbursed at 60% of the tuition fee, up to the limit set forth in Supporting Document I.

- A.8 Tuition fees for courses in subjects or disciplines that are not currently part of the curriculum, or are not likely to be part of the curriculum (e.g., Administration, tourism, etc.) are reimbursed to a maximum of 30% of the tuition fee, up to the limit set forth in Supporting Document I.

**II. Non-credit courses which are recognized by the PIC.**

- A.9 The PIC will consider the reimbursement of Board-organized computer courses up to the limit set forth in Supporting Document I.
- A.10 The PIC will consider the reimbursement of tuition fees for courses in subjects or disciplines that are currently part of the curriculum, or are likely to be part of the curriculum, or which provide pedagogical training at 60% of the tuition fee, up to the limit set forth in Supporting Document I.

**PROCEDURES FOR CLAIMING REIMBURSEMENT**

- A.11 Teachers **must** complete the electronic course information request form and submit it by e-mail at [PIC@rsb.qc.ca](mailto:PIC@rsb.qc.ca) (Supporting Document 1) as follows:  
Summer courses: by the end of June  
Autumn courses: by the end of September  
Winter courses: by the end of January  
Spring courses: by the end of May
- A.12 Teachers **must submit an original transcript** (official if for a change of scolarity) indicating successful completion **and an official receipt** indicating the tuition fees according to deadlines set by the PIC.

## *Policy on Attendance at Workshops, Conferences, Seminars and CPR training certifications*

### **GENERAL GUIDELINES**

- B.1 The goal of in-service activities is the improvement of classroom instruction. Consequently, activities that enable teachers to improve their classroom skills are included in the in-service plan. These activities may involve attending workshops, conferences and seminars, as well as visiting schools in the Riverside School Board or elsewhere within Canada and USA.
- B.2 Applications for International (including USA) Workshops, Conferences and Seminars, will be considered once every three years.
- B.3 Applications for CPR training certifications are allowed for Physical Education Teachers and VOC Ed Nursing Teachers only and will be considered once every three years. This amount is part of their yearly allocation, and not an extra amount.

### **APPLICATION PROCEDURES**

- B.4 The application form should be obtained from the RSB website, under Human Resources or the RTU website.
- B.5 The completed form and a copy of the programme for the particular event should be submitted **20 working days ahead** of the In-Service Activity.  
**UNDER NO CIRCUMSTANCES WILL CONSIDERATION BE GIVEN TO AFTER THE FACT APPLICATIONS**  
**(The only exception will be for the QPAT Teacher convention, to be submitted no later than 5 working days ahead).**
- B.6 All applications to attend in-service activities are acknowledged. If a teacher does not receive an acknowledgement within eight business days of the submission of the application form, the teacher should contact the Human Resources Department.

NOTE 1 *The amounts which may be allocated to any individual teacher to visit classes, attend workshops and conferences or be reimbursed for courses will not exceed the limits set forth in Supporting Document I.*

NOTE 2 *Substitution costs for up to a maximum of 2 days per teacher per school year, if applicable, will be covered. This coverage will not impact the teacher's allocation limit set forth in Supporting Document I.*

*If more than 2 days are required, the cost of substitution will be deducted from the teacher's allocation before any other expenses are considered.*

## **CRITERIA USED WHEN APPROVING REQUESTS**

- B.7 The following criteria are used when the decision is made to approve or not to approve a request:
- the relevance of the activity to the teacher's assignment,
  - the availability of funds within the limit set for an individual teacher, and within any special limit set for a particular conference,
  - **the maximum number of teachers who may attend the same conference per year is 10.**
  - **a ratio of 1:5 teachers per elementary school will be applied for each conference and a ratio of 1:5 per (subject) department in High School and Adult/Vocational Education,**
  - whether or not the application was received within the deadline, or whether particular circumstances prevented the deadline from being met,
  - priority will be given to teachers who did not attend the same conference during the previous school year,
  - the equitable distribution of approvals among the schools.

## **PROCEDURES FOR CLAIMING REIMBURSEMENT**

- B.8 Teachers must submit the Expense Form, together with original **detailed** receipts, *within 30 working days of the event*. Teachers who will share lodging expenses must include all last names on booking. Shared meal receipts should be signed by all parties prior to submitting to HR.
- B.9 It is possible to obtain an advance of up to 75% of conference costs, excluding substitution costs, upon submission of appropriate receipts. Allowable limits to the expenses are indicated on Form P-95 and are subject to periodic review.

**NOTE 3** *As per the board's reimbursement policy, the maximum amounts per meals:*

- *Breakfast \$12.00*
- *Lunch \$23.00*
- *Dinner \$35.00*

**NOTE 4** *Please note that for conferences, workshops and seminars in the Montreal area, the Committee has established a limit of \$100 for each full day of attendance to cover the cost of transportation, parking and food. This does not apply to conferences held in Riverside School Board and facilities.*



- NOTE 5 *The equivalent of rail or bus transport is paid for car mileage up to 600 km unless major time problems increase substitution costs. In general, airfare is paid for distances over 600 km. Where car allowance (km) is paid, it will be at the prevailing board rate.*
- NOTE 6 *The P.I.C. cover the actual costs incurred in the case of carpooling at the prevailing board rate plus \$0.10 per kilometer. It only applies when an employee travels with another employee (i.e.: instead of paying both employees for the mileage to the same destination, the employee driving will get the extra \$0.10/km for using their car).*
- NOTE 7 *Usually membership fees for an organization are NOT COVERED by PIC. Exceptionally, if a conference offers membership and non-membership rates, PIC will cover the cost of a membership if the total cost (membership cost plus the difference between the non-membership and membership rate) results in an overall savings of at least \$100.*

## *Policy on Local Workshops*

### **GENERAL GUIDELINES**

- C.1 **Attendance at workshops funded by the PIC is not compulsory, except when otherwise agreed to by the PIC.**
- C.2 The PIC is conscious of its mandate to assist in the improvement of classroom instruction. The Committee therefore encourages requests from teachers who wish to organize projects, be they workshops or conferences, etc., for, and with, their colleagues in one or more schools. These projects must be developed in response to the expressed needs of teachers in one or more schools and could continue for a set period of time.
- C.3 In order to make the best use of available funds, the PIC urges all parties to schedule activities on Pedagogical Days. The Committee will only fund activities on regular workdays under exceptional circumstances.
- C.4 Teachers who wish to attend a local workshop that requires their release from normal duties must apply to the PIC. The procedures set out in B.4 & B.5 and the criteria in B.7 shall apply.

### **PROCEDURES**

- C.5 Workshop organizers may be teachers, administrators, consultants or education specialists who initiate an in-service proposal and who undertake to organize the proposed activity including the resource personnel, facilities and services required. The Professional Improvement Committee therefore requires that the organizers:
- make their requests for funds for an in-service activity sufficiently in advance of the date of the event for the full committee to consider it at their next scheduled meeting (at least 60 days before the event is recommended);
  - be prepared to make a presentation, in person, to the Committee and to answer questions and to discuss the project;
  - submit a brief outline of the in-service activity, which will include a breakdown of the estimated expenses, eligible candidates, goal of the activities and the method of evaluation;

- forward to the Committee at the conclusion of the activity the number of participants, a summary of the participants' evaluations (an item analysis), and a financial statement.

### **FINANCIAL GUIDELINES FOR WORKSHOPS**

- C.6 The PIC will consider applications for funding to cover the following expenses involved in the organization of local workshops, in accordance with the limits set forth in Supporting Document I:
- substitution costs for presenters,
  - honoraria for presenters,
  - expenses for presenters.

The PIC will pay the substitution costs for presenters who are employees of the Board.

- C.7 A school with more than the equivalent of 50 full-time teachers has the option of organizing a workshop with more than one presenter. This will be funded at the full day honorarium rate for every 35 teachers or major fraction thereof.

**Please note that a summary of the evaluations as well as the original receipts must be submitted within 30 working days of the activity in order for the expenses to be reimbursed.**

### **GUIDELINES FOR SCHOOL BASED PEDAGOGICAL ACTIVITES ORGANISED BY THE TEACHERS**

- C.8 It is PIC policy that a School-based Pedagogical Day Activity should meet the expressed needs of the teachers and that it be endorsed by the School Council.
- C.9 The rates for the honoraria and expenses for presenters are set forth in Supporting Document I. No other funds are available from the PIC.
- C.10 Schools are not required to obtain prior PIC approval; however, proof of endorsement by the School Council must be provided. The Director of Educational Services should be informed of the proposed activity.
- C.11 When schools join together to have a common school-based Pedagogical Day activity, the funds available may be the total of the combined allocations with preauthorization from the PIC.

**GUIDELINES FOR THE EXPENDITURE OF P.I.C. FUNDS ALLOCATED TO EDUCATIONAL SERVICES**

- C.12 In order to facilitate the operation of the PIC and the planning of workshops by the Department of Educational Services, the Committee allocates funds to the Department on an annual basis. The maximum amount provided is set forth in Supporting Document I.
- C.13 In order for expenses to be reimbursed from these funds, the activity must take place on a pedagogical day or within the teacher's timetable. Having received prior approval from Educational Services, honoraria or substitution costs for Riverside School Board teachers presenting or attending workshops in this capacity may be included (5.1 of the P.I.C. Minutes of March 15, 2004). **Attendance at workshops funded by the PIC is not compulsory, except when otherwise agreed to by the PIC.**
- C.14 Even if the maximum amount for an honorarium and the expenses for a presenter may be exceeded in special circumstances, these amounts are to serve as guidelines in the use of these funds.

*Revised on October 28<sup>th</sup>, 2024*

**Supporting Document 1**  
**TEACHERS PROFESSIONAL IMPROVEMENT**

**Annual Limits**

The Professional Improvement Committee has established the following limits for the 2024-2025 school year:

- Total reimbursement to any individual teacher for class visits, or the attendance of workshops and conferences is **\$1000**,
- Substitution costs for up to a maximum of 2 days per teacher per school year, if applicable, will be covered. If more than 2 days are required, the cost of substitution will be deducted from the teacher's allocation before any other expenses are considered.
- Total reimbursement for tuition fees per school year is **\$2000**,
- Honoraria for presenters for 35 teachers – full-day **\$500**, half-day **\$250**,
- Expenses for presenters is **\$125** (photocopies, kilometres),
- The Committee allocates funds to the Educational Services Department on an annual basis. The maximum amount for 2024-2025 is **\$8750**