



***SUPPORT STAFF
PROFESSIONAL IMPROVEMENT COMMITTEE***

***COMITÉ DE PERFECTIONNEMENT
POUR LE PERSONNEL DE SOUTIEN***



Guidelines

Modalités en vigueur

2024-2025

Local 576



Riverside School Board – SEPB Local 576
(Office and Technical, Daycare, Special Education sectors)

TRAINING AND PROFESSIONAL IMPROVEMENT PROCEDURES

The School Board and the Union recognize the importance of ensuring the training and professional improvement of employees.

The collective agreement recognizes the establishment of a Training and Professional Improvement Committee whose primary role is to equitably administer the funds allocated for support staff training and professional improvement.

This parity committee consists of three (3) representatives of Riverside School Board and three (3) representatives of SEPB Local 576.

COMMITTEE RESPONSIBILITIES

- To collaborate in the development of training and professional improvement programs;
- To review requests for training and professional improvement;
- To make all recommendations with respect to the distribution and use of the training and professional improvement budgets;
- To establish its own rules of procedure.

MANAGEMENT OF FUNDS

At the beginning of each school year (July 1-June 30), the committee shall examine the income and expenditures from the previous year.

Each year, the committee shall decide on the percentage of funds for group activities with the remaining percentage being allocated for tuition and professional improvement of individuals. Group activities will be planned annually on a rotation basis for each sector (i.e. general/daycare/special ed and social work will have an event planned once every three (3) years).

On a yearly basis, the committee shall set the individual reimbursement limit.

ELIGIBILITY FOR REIMBURSEMENT

Support staff working full time or part time in both regular and temporary positions covered by the Collective Agreement are eligible to receive Professional Improvement Committee funding.

EMPLOYEE RESPONSIBILITIES

All forms (requests and expenses, including receipts) should be sent by email to PIC_HR@rsb.qc.ca. Please do not send paper requests/expenses.

- To complete and submit the form, “Request to Attend In-Service Activity”, **twenty (20) days prior to the activity**. A copy of the completed form together with the detailed program of the workshop should be sent by e-mail to PIC_HR@rsb.qc.ca.
- To complete and submit the form, “Request for Reimbursement of Tuition Fees”, **prior to taking a course** should be sent by e-mail to PIC_HR@rsb.qc.ca.
- To complete and submit expense forms, with **detailed** receipts, within thirty (30) days of attending an activity or the completion of a course should be sent by e-mail to PIC_HR@rsb.qc.ca.

SCHOOL BOARD RESPONSIBILITIES

- To prepare and present a report at the beginning of each school year, showing the activities of the previous year, the expenditures and the balance at previous year end.
- To allocate an amount, with the allocation determined by MEQ, per full-time or equivalent employee; this will be calculated at the beginning of each school year with an adjustment based on the number of eligible salaried employees employed by the School Board on October 30th of each year.
- To circulate course and general interest information to support staff.
- To make available, on the RSB website ([HR dashboard](#)), the appropriate forms — request forms, expense claims, etc.
- To reimburse expenses for requests previously approved by the Training and Professional Improvement Committee.

DEFINITIONS

PROFESSIONAL IMPROVEMENT may include any activity which enables an employee to acquire techniques and skills applicable to her/his duties.

TRAINING ACTIVITIES may include any activity which enables an employee to obtain a diploma from a recognized educational institution.

WORKSHOPS, CONFERENCES, AND SEMINARS are any activities which enable an employee to acquire techniques and skills applicable to their duties.

TUITION are related to the completion of a course which enables an employee to obtain a diploma.

REIMBURSEMENT LIMIT is the maximum amount payable to an individual as set each school year by the Training and Professional Improvement Committee.

REIMBURSEMENT OF EXPENSES

KILOMETERS travelled will be reimbursed at the same rate as adopted by the Council of Commissioners for all school board employees.

PARKING FEES will be reimbursed for the actual cost and only upon presentation of detailed receipts.

MEAL EXPENSES will be reimbursed for the actual cost within the limits established by the school board and only upon presentation of detailed receipts.

TUITION FEES will be reimbursed upon completion of the course, as per the Professional Improvement Committee guidelines established yearly. Expenses for mileage actually travelled and parking (not exceeding the amount of the tuition) will be paid.

The following are excluded from the funds allocated for training and professional improvement for support staff:

5-7.07 *When the board requests an employee to take professional improvement courses, it must reimburse him for the costs, according to the rates established by the board, upon presentation of an attestation to the effect that he has attended the courses diligently.*

5-7.08 *The courses offered by the board, with the exception of popular education courses*, shall be free for employees who wish to take them provided that:*

- a) these courses offer to those who take them an opportunity for professional improvement or an increase in their educational qualifications;*
- b) registration by the general public has priority;*
- c) such a benefit does not oblige the board to organize courses;*
- d) these courses be taken outside the employee's working hours.*

**The cost of popular education courses may be reimbursed if the committee decides that the course can be considered as an activity which enables an employee to acquire techniques and skills so that the employee may better perform her/his duties.*

8-8.01 *When there is a change in a particular version of a software from a supplier or a software exclusive to the education sector, the training and professional improvement activities given by the board to the employee shall be carried out during working hours.*

8-8.02 *The training or professional improvement costs shall be assumed by the board and must not be deducted from the budget provided for in Article 5-7.00, unless the Training and Professional Improvement Committee agrees otherwise. However, the recommendations must be approved by the union.*

Employees on a deferred salary leave of absence will be reimbursed for tuition fees on the same basis as employees not on a leave. Employees on all other leaves of absence without pay are not eligible for professional improvement funds.

Annex I

SUPPORT STAFF PROFESSIONAL IMPROVEMENT

Annual Limits

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

- Total reimbursement to any individual support staff for workshops or conferences, and tuition fees is \$500. This allocation is based on an employee working 35 hours per week. Should the employee work less hours, the allocated amount will be prorated to their weekly hours. (ex: employee works at 80%, they will be entitled to \$400).
- Requests are approved on a first-come first -served basis. Should the PIC budget be depleted within the school year, requests may have to be denied.