



**Commission scolaire *Riverside***  
***Riverside* School Board**

**COMITÉ DE  
PERFECTIONNEMENT  
PROFESSIONAL  
IMPROVEMENT COMMITTEE**



***Guidelines for Teachers***

***2014-2015***

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

***RTU***

## **TABLE OF CONTENTS**

Introduction	2
General Policy	3
Policy on Tuition Fees	4
Policy on Attendance at Workshops, Conferences and Seminars	6
Policy on Local Workshops	9

## **SUPPORTING DOCUMENTS**

I	Annual Reimbursement Limits	12
II	Request for Reimbursement of Tuition Fees	13
III	Acknowledgement - Request for Reimbursement of Tuition Fees	14
IV	Request to Attend In-Service Activity - Teachers (P-95)	15
V	Acknowledgement Form / Request to attend a Professional Improvement activity	16
VI	Reminder - Reimbursement of PIC Expenses & Tuition Fees	17
VII	Expense Account Claim	18
VIII	Local Workshops	19
IX	School Based Pedagogical Day Animator Expense Form	20
X	Authorization to Attend a Teacher In-Service Activity (P-96)	21
XI	In-Service Activity Evaluation	22
XII	School Visit Evaluation Form	23
XIII	Local Workshop Evaluation	24

## *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 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 MELS (unless funded by MELS)

## *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 they have a contract the following school year.**
- 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 Ministry of Education, Leisure and Sports (MELS) 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 course information request form (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*

### **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.

### **APPLICATION PROCEDURES**

- B.2 The application forms may be obtained from the principal's office, the Human Resources Department, the RTU office, or in the Portal, under Riverside Staff, Human Resources, PIC-Teachers and finally PIC Forms. If you wish, you may make a photocopy of Supporting Document I. Please note that the forms change periodically.
- B.3 The completed form and a copy of the programme for the particular event should be submitted well in advance of the event so that the request can be reviewed by the committee. **UNDER NO CIRCUMSTANCES WILL CONSIDERATION BE GIVEN TO AFTER THE FACT APPLICATIONS.**
- B.4 All applications to attend in-service activities are acknowledged. If a teacher does not receive an acknowledgement within eight days of the submission of the application form, the teacher should contact the Human Resources Department.

NOTE 1 *Substitution costs, if applicable, must be figured into the total expense costs.*

NOTE 2 *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 limit set forth in Supporting Document I.*

## **CRITERIA USED WHEN APPROVING REQUESTS**

- B.5 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 allocated for each conference is \$1,200**
  - **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,**
  - 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.6 Teachers must submit the Expense Form, together with original receipts, *within 30 working days of the event.*
- B.7 It is possible to obtain an advance 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 *Please note that for conferences, workshops and seminars in the Montreal area, the Committee has established a limit of \$60 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 4      *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 5      *The P.I.C. cover the actual costs incurred in the case of carpooling, along with an additional carpooling allocation of \$25 per additional passenger to be granted to the driver. However, this individual car pooling allocation will only be applied to each passenger's individual PIC account.*

NOTE 6      *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.2 & B.3 and the criteria in B.5 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.

We encourage presenters to use the Board's central printing services at Heritage Regional High School and that we set a maximum of 5 cents/page for reimbursement of photocopying. (6.1 of the P.I.C. Minutes of April 19, 2004)

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 DAY ACTIVITIES ORGANIZED BY 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 with both English and French Immersion streams that plan and carry out two separate programmes, will be eligible for 2 honoraria.
- C.11 Schools are not required to obtain prior PIC approval; however, proof of endorsement by the School Council must be provided. Authorization to conduct a School-based Pedagogical Day activity is granted by the Director of Educational Services.

- C.12 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.13 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.14 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.15 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 August 25, 2014.*