



ID CODE
POL16-071

TITLE: PROFESSIONAL DEVELOPMENT POLICY FOR MANAGERS AND ROLE OF THE PROFESSIONAL DEVELOPMENT COMMITTEE (PDC)

EFFECTIVE DATE	APPROVAL REQUIRED	RESPONSIBILITY FOR FOLLOW-UP
July 1, 2016	Administrator	Human Resources Department

ROADMAP

	DATE	APPROVAL
ADOPTION	April 27, 2016	Ordinance

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PREAMBLE

The training and professional development of its managers is important to the Commission scolaire du Littoral, which has a duty to establish the proper procedure for participation in professional development activities. As such, the School Board has drafted and adopted the present policy stipulating that professional development be managed by a committee mandated with this task.

1. PDC – DEFINITION AND MANDATE

1.1 Composition

The PDC comprises three (3) members: the administrator, a school administration representative and a department manager representative.

1.2 Mandate

- Planning for development needs
- Allocating the annual budget approved by the administrator
- Determining the eligibility criteria for participating in development activities

2. MEANS OF PROFESSIONAL DEVELOPMENT

2.1 Conferences, Seminars and other activities

For managers seeking professional development opportunities outside the School Board's territory, except when required by the School Board.

2.2 Resource Persons – Facilitators – Coaches

Qualified persons whose services are required to meet a need for manager development, in order to minimize travel expenses.

3. ELIGIBILITY CRITERIA

- 3.1 The manager must have completed one (1) year of service to qualify for funding from this budget.
- 3.2 The individual must be a full-time manager (100% of duties).
- 3.3 Any development activities must be relevant to the manager's position.
- 3.4 Should a resource person be selected for professional development, the session must coincide with a management advisory committee meeting.

4. PROCEDURE

4.1 Conferences – Sessions – Seminars

4.1.1 Managers shall submit an application, in writing, to the PDC (refer to the appendix for the application form). In the absence of a committee, applications must be submitted to the administrator.

4.1.2 If the request is approved, the PDC or administrator shall decide on the amount allocated to the manager, sign off on the application form and return it so that the manager may enclose it with the reimbursement request made using the appropriate form found on the School Board's website.

4.1.3 Should the allocated amount be exceeded, the manager shall provide justification for any excess amounts and assume such costs, if applicable.

4.2 Resource Persons – Facilitators – Coaches

4.2.1 Managers requiring the services of a resource person for an activity during a management advisory committee meeting shall submit a request to the PDC no fewer than six (6) weeks in advance.

4.2.2 Their application must include the following details:

- Topic;
- Objective(s);
- Duration;
- Number of participants;
- Anticipated costs

4.2.3 Once the PDC has given its approval, the School Board representative shall make arrangements with the resource person.

4.3 Credited courses

4.3.1 Managers interested in taking courses shall be personally responsible for the process.

4.3.2 Only the registration fees shall be reimbursed, upon presentation of supporting documents including proof of successful completion.

5. **BUDGET**

5.1 Financing

5.1.1 The amount of funding required for manager professional development shall be taken from the School Board budget, as decided/confirmed by the administrator on an annual basis.

5.2 Financial report

5.2.1 At the last meeting of the management advisory committee, the PDC shall present its operations report.

5.2.2 At the same meeting, the management advisory committee shall determine, if applicable and for approval, the following year's budgetary needs and elect the members of the PDC.



N.B. In the event a manager leaves the School Board within two (2) years of being hired, any costs associated with professional development or learning (credited courses) activities covered by the School Board must be repaid, in part or in full, to the School Board.

Support staff

Professional

Teacher

Management

Please read carefully
Before submitting an application, take note of the following guidelines:

- Complete this form;
- Provide details of all related costs;
- Attach all original supporting documents;
- Ensure required signatures;
- Forward to Human Resources Service: formation@csdulittoral.qc.ca

The committee will return all incomplete forms to the employee hence no further analysis of the request will be undertaken until the required information is forwarded to the committee.

Based on the committee’s recommendations and after participating in the activity, the employee must send receipts and invoices to the **Human Resources Service**.

SECTION I : EMPLOYEE IDENTIFICATION

Surname: _____ **Name:** _____

Service / School / Center : _____

SECTION II : DESCRIPTION OF THE ACTIVITY

Title of the activity (attach the professional improvement plan) : _____

Location of activity : _____

Day: _____ **Evening:** _____ **Weekend:** _____ **Date of activity from:** _____ **to:** _____

SECTION III : JUSTIFICATION OF THE REQUEST IN RELATION TO MY WORK

Reasons for the request :

Skill improvement

Complementary training to adapt to changes in the respective sector

Increase academic qualifications

Other, specify : _____

Description of the activity:

SECTION IV : COMMENTS FROM THE IMMEDIATE SUPERVISOR IN SUPPORT OF THIS REQUEST

SECTION V : EXPENSES RELATED TO THE ACTIVITY (according to travel expense policy)

Registration fees: \$

The Humans Resources Service is not responsible for the registration fees. Participants must register themselves.

Fees for materials required: \$

If your professional development is outside of your region, please complete the following:

Accommodations : Number (with receipts) \$

Number (allowance granted 30\$ (pension) \$

Other fees : _____ \$

Meals: Number (15 \$/ breakfast, maximum granted) \$

Number (25 \$ / lunch, maximum granted) \$

Number (30 \$ / supper, maximum granted) \$

Travel expenses:

Allowance for kilometer (0.46 \$ per km): \$

Allowance granted for carpool (0.20 \$ per km): \$

Expenses related to airfare: \$

Expenses related to public transportation: \$

Total amount of the activity: \$

In order for the professional improvement to be valid, the form must be signed by the immediate supervisor.

Employee Signature

Immediate Supervisor Signature

Date

Date

SECTION TO BE COMPLETED BY THE COMMITTEE

DATE RECEIVED	DATE ANALYZED	DECISION :
		MAXIMUM AMOUNT ACCEPTED: \$
		REFUSED

SIGNATURE(S) : \

Comments from the committee

FORWARD THIS FORM TO HUMAN RESOURCES SERVICE

Within 30 days following the professional development date, the employee must provide all supporting documents and the professional travel form to the **Human Resources Services**.