

## Administrative Procedure 424 - Professional Improvement Assistance

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### Background

The Division prioritizes the professional growth of all its staff members as they develop and improve their skills. This procedure will provide details related to the administration of the Clearview Bursary Program for approved Clearview staff to pursue formal post-secondary training related to their work responsibilities and the Teacher Directed Professional Development Funds as per the ATA Collective Agreement.

### Procedures

#### Clearview Bursary Program

1. Applying for Assistance:
  - 1.1. Employees interested in assistance must be pre-approved by the Superintendent in writing on an annual basis.
  - 1.2. Annually the Assistant Superintendent of Human Services shall communicate to all staff the opportunity for financial support under this administrative procedure.
  - 1.3. Staff shall apply using [424-1 Bursary Application Form](#).
  - 1.4. Applications shall be accepted throughout the school year.
  - 1.5. Applications shall be submitted to the Superintendent and cc'd to the Assistant Superintendent of Human Services.
2. Approval Process:
  - 2.1. The decision of whether or not to approve any bursary is the sole prerogative of the Superintendent.
  - 2.2. The Superintendent reserves the right to approve or reject requests.
  - 2.3. The Superintendent will consider the following criteria in granting bursaries:
    - 2.3.1. value of the study to the needs and programs of the Division as determined by the Superintendent;
    - 2.3.2. type of employment contract and/or service record of staff applicants; and
    - 2.3.3. future commitment to Clearview Public Schools.
3. Reimbursement
  - 3.1. Requests for reimbursement shall be submitted to the Assistant Superintendent of Human Services and approved by the Deputy Superintendent.
  - 3.2. Pre-approved bursaries will be paid upon receipt of proof from the degree-granting institution that the course has been successfully completed (e.g. transcript) and all fees paid in full.

- 3.3. Successful applicants will be reimbursed to a maximum of up to \$400 per course for courses successfully completed in the school year, to a maximum of \$1,200 per school year.
- 3.4. It is recognized that the bursary will not pay the full cost of programs.
- 3.5. The Superintendent reserves the right to approve or reject requests for reimbursement of tuition or fees for specific courses not deemed to be relevant to the needs and programs of the Division.

#### Teacher Directed Professional Development Funds

##### 4. Allocation

- 4.1. All teachers on contract, including temporary, probationary, interim and continuing, for greater than five months, shall be allocated \$300 per year.
- 4.2. This allocation shall not be prorated based on FTE.
- 4.3. The allocation shall be \$300.00 a year with the ability to roll forward any unused amount to a maximum of \$900 over a three (3) year period. Any unused dollars over and above \$900 will be forfeited.
- 4.4. Active substitute teachers may use their allocation that they previously accumulated while on a contract.

##### 5. Approval Process

- 5.1. Using [424-2 Teacher Directed Professional Development Funds Form](#), the Teacher shall make a request and submit the request to the Principal.
- 5.2. The Principal reserves the right to approve or reject professional development requests.
- 5.3. When considering the request, the Principal shall consider whether the professional development is in alignment with the Teacher's Professional Growth Plan and whether the request is operationally feasible including but not limited to providing sufficient notice and ensuring that substitute teachers are available, if needed.

##### 6. Reimbursement

- 6.1. This money can be used to pay for conference or course registration, resources, tuition, and accommodation, travel and meals associated with the professional development they are attending.
- 6.2. Schools are responsible for covering the costs associated with substitute teachers.
- 6.3. The Teacher shall complete the appropriate reimbursement form in Atrieve and approval will be by the Principal.
- 6.4. The Accountant - Financial Services will be responsible for tracking and distributing allocated funds based on approved requests. In September of each year, teaching staff will receive an update regarding the amount of PD funds that they have available.

6.5. The Accountant - Financial Services shall send to the Superintendent monthly usage reports.

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Reference: Section 18, 33, 52, 53, 68, 196, 197, 204, 222 Education Act  
Section 248 L, Canada Tax Act  
Canada Income Tax Regulation 6801

Effective: 2009-04-01

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