



**Professional**  
**Development Fund: K-12**  
**Teacher Guidelines and Procedures**  
***In Effect: 2015-16 School Year***

*Professional Development Fund: K-12 Teacher Guidelines and Procedures*

Revised October, 2015 by the PD Committee of the RCSTA

## Background

As set out in Article 5.1 of our LINC agreement, the board provides an annual dollar amount as a Professional Advancement Fund. This is equal to .59% and of the previous year's instructional salaries for teachers, consultants, coordinators, vice-principals and principals. Allocation of the Professional Development Fund is currently as follows<sup>1</sup>:

- A. 25% Director of Education
- B. 75% RCSTA Teacher Committee divided as follows:
  - 1. K – 12 teachers 50 %
  - 2. School-based administrators 19 %
  - 3. Coordinators and consultants 6 %

The three funds that make up the Teacher Committee portion each have their own managers. The Business and Finance office provides the RCSTA with a statement each year indicating the expenditures incurred and balances remaining in each fund.

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<sup>1</sup> The percent allocations are not in contract and are subject to change.

# K-12 Teacher

## 1. Philosophy

To provide financial assistance for a variety of meaningful professional development activities related to the educator's curricular assignment or school-sanctioned extra-curricular involvement or to the overall professional development of a K-12 educator.

## 2. Management, Structure and Allotment

The RCSTA president manages the K-12 teachers' fund with all changes to guidelines and criteria being determined by the PD committee. Currently the fund is structured as two parts: a professional development allotment and a tuition assistance allotment. The PD committee determines the amounts allocated to each part of the fund:

**Table 1**

K-12 Teachers' Fund	
<b>Professional Development</b> <ul style="list-style-type: none"><li>National and international<sup>2,4</sup> Workshops/Conferences/Seminars</li></ul>	<b>Tuition Assistance</b> <ul style="list-style-type: none"><li>For classes completed through an educational institution</li></ul>

As of September 1, 2015, the amounts that teachers can access are as follows:

**Table 2**

Experience	Professional Development	Tuition Assistance
Over 2 years	\$1800 over 3 years <sup>3</sup>	1 award/year up to \$500 (see Appendix 1)
2 years and under	\$900 over 2 years <sup>3</sup>	1 award/year of \$500

\* Those teachers on leave and not paying member fees will have access to their particular fund allotment; however, requests for reimbursement will take place when the teacher returns to employment with the Division.

\*\* Once a teacher has submitted to Human Resources his or her intention to retire (early declaration or gratuity) that teacher is no longer eligible to receive PD funds.

<sup>2</sup> International requests may be referred to the RCSTA Executive.

<sup>3</sup> No more than 5% of total K-12 PD funding can be used on a single conference unless committee approved.

<sup>4</sup> K-12 PD Funds for International Requests shall not exceed 40 % of total K-12 PD Funding.

### 3. Guidelines For K-12 Professional Development

#### Obtaining Approval:

- The teacher must fill out the “Estimated Expense” column of a Professional Development Request and Expense Voucher (Form100) and have it signed by the principal. This must be faxed to 565-0989 no less than two weeks prior to the event. Failure to do so may result in refusal. The original form is to be kept on file by the teacher for later reimbursement.
- Approval for the event will be emailed back to the school on a K-12 Committee Funding Response form. Teachers should print and keep a copy for their records

#### Obtaining Reimbursement:

- Within two weeks of attending the event, the teacher must fill out the “Actual Expense” column of the **original form 100** and attach all **original** receipts. Failure to do so may result in refusal.
- No consideration will be given to reimbursement 60 days after the class has been completed.

Submit to:                   PROFESSIONAL DEVELOPMENT FUND  
RCSTA K-12 TEACHERS’ COMMITTEE  
SUITE 375 - 3303 HILLSDALE STREET  
REGINA, SK S4S 6W9

- Teachers can claim a room rate of up to a maximum of \$140.00 including taxes and applicable fees when staying at a hotel.
- “Replenishing” an individual’s fund: any portion of the teacher’s fund used (up to the maximum allotment) is returned to the fund 3 years after the event for which the money was apportioned:

**Example:** If a teacher spends \$500 on October 13th, 2015, that \$500 will reappear in the teacher’s fund on October 13th, 2018.

\*\*For a complete breakdown of allowable expenses while at a professional development event, see the back of the **current** Form 100. Note that certain rates may change during the year. Please use the **current** Form 100.

#### **4. Guidelines for K-12 Tuition Assistance**

NOTE: Teachers may apply to "audit" classes for non-credit. If funds are sufficient, such applications will be subject for approval. On-line classes from recognized institutions are also eligible for assistance.

Obtaining Approval:

- The teacher must fill out the "Estimated Expense" column of a Professional Development Request and Expense Voucher (Form100). This must be faxed to 306-565-0989 no later than two weeks prior to the commencement of the class. Failure to do so may result in refusal. The original form is to be kept on file by the teacher for later reimbursement.
- Approval for the class will be emailed back to the school.

Obtaining Reimbursement:

- Within 2 weeks of concluding the class, the teacher must submit all original receipts along with a copy of the mark transcript. Failure to do so may result in refusal.
- No consideration will be given to reimbursement 60 days after the class has been completed.

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## PD Form 100 Checklist of Procedures:

### Prior Approval:

- Is your request eligible for approval? (must be submitted two weeks prior to the conference/class)
- Have you filled out the estimated expense column with the number of substitute days required? (If any)
- Have you specified the relevance of the conference\_request to your assignment?
- Has your immediate supervisor signed the Form 100?
- Did you fax your request to the RCSTA? (306-565-0989)
- Did you receive a reply from the PD committee?
- Did you present the approval to your supervisor so that a substitute can be booked?

### Obtaining Reimbursement:

- Have you kept all original receipts?
- Have you filled out the actual expense column of the original form 100?
- Have you mailed in your original Form 100 and **original** receipts to the RCSTA office? (faxed and photocopied receipts are not originals and therefore not acceptable) Some receipts in the form of email attachments may be allowed.
- Did you receive e-mail confirmation of an electronic deposit to your primary account?

## Appendix 1

Amendment to Policy Guidelines for PD Tuition Assistance  
(Approved by Executive Motion, Feb. 24, 2009)

### Amendment:

Teachers may apply for additional funding up to a maximum of \$500 (the amount they would have had access to in the next school year). Funding could be approved on the following conditions:

1. The additional class would have to complete the degree/certificate program in which the teacher was enrolled.
2. The teacher would have to return to the employ of the RCS in the upcoming year, and be employed in a position that would give access to Tuition Assistance through the teacher portion of the PD fund. (A teacher "promoted" to a position with an additional allowance, would not be eligible).
3. There would have to be sufficient money still in the fund (both paid out and applied for) for the current school year.
4. If more teachers applied for and were approved under the new proposal than there was money available to cover the full \$500 amount, the money would be divided equally among the applicants. **NOTE:** Funds are not being "borrowed" from next year's fund in this process. The teacher is simply being approved to make a claim on his or her next year's entitlement through unused funds in the current school year.

### Process:

Teachers in the described situation would apply, noting in their request that the application was for the additional funding based on these conditions. If approved, the teacher would be reimbursed according to the conditions only after the fall convocation to ensure that all of the conditions were in fact met. (i.e. the teacher would be working in RCS, in a similar position, have completed the degree program etc.)

The teacher would then not have access to any further Tuition Assistance during the new school year. After that one year, the teacher would become eligible for further funding in the next school year should he or she wish to pursue other courses of study.

