

ORIENTATIONS NORMS AND PROCEDURES FOR THE EMSB / APPA PARITY COMMITTEE

PROFESSIONAL IMPROVEMENT COMMITTEE
FOR ADMINISTRATIVE AND TECHNICAL STAFF
(APPA)



JANUARY 9, 2017

EMSB/APPA
PARITY COMMITTEE FOR TRAINING AND PROFESSIONAL IMPROVEMENT

EMSB/APPA PARITY COMMITTEE FOR PROFESSIONAL IMPROVEMENT

The Professional Improvement Committee for administrative and technical support staff (APPA members) is pleased to provide you with this guide outlining the orientations, norms and procedures.

The Professional Improvement Committee has revised the norms and procedures in order to better adapt them to the current situations and to allow you to take full advantage of the services offered and to obtain funding for your training and professional improvement activities.

The members of the Professional Improvement Committee would like to underline the importance of following the procedures in this booklet in order to ensure the proper management of your projects and requests for funding for your activities.

We hope that this document will be a useful reference tool and will explain clearly the options offered for your professional and personal development within the school board.

Members of the EMSB/APPA Professional Improvement Committee

EMPLOYER REPRESENTATIVES FROM SUPPORT STAFF

Personnel Management Consultant

Administrative Technician

Assistant Director of Human Resources
(Substitute)

UNION REPRESENTATIVES

Union Representative (2)

Substitute

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For additional information concerning training and professional improvement for technical and administrative support staff (APPA members)

Email: appa_pic@emsb.qc.ca

Phone (514) 483-7200, Ext. 7268

Please forward the necessary documents concerning requests for funding to:

Email: appa_pic@emsb.qc.ca

or

Assistant Director of Human Resources
EMSB/APPA Professional Improvement Committee
Human Resources Department, EMSB

EMSB/APPA PROFESSIONAL IMPROVEMENT COMMITTEE

1. The Professional Improvement Committee is mandated to oversee the management of the training activities and the budget allocated to these activities.

The Committee must:

- Determine professional improvement and training priorities based on the needs identified;
- See to the development and application of norms and procedures concerning requests for funding for professional improvement or training;
- Distribute the budget in keeping with the priorities;
- Manage the budget on the basis of the requests received;
- Plan and organize professional improvement sessions;
- Evaluate the requests in relation to the professional development needs of individuals.

2. ORIENTATION adopted by the Professional Improvement Committee is based on the following principles:

- Promote the participation of both management staff and technical and administrative support staff in defining training and professional improvement needs;
- Promote the development of projects adapted to the needs and work situations of technical and administrative support staff;
- Promote both personal and professional development of individuals.

3. PROFESSIONAL IMPROVEMENT COMMITTEE PRIORITIES:

- Promote studies leading to a diploma recognized by the MEES;
- Promote office systems technology courses on the software used by the board;
- Promote professional improvement for one or more groups based on the prior identification of needs;
- Promote the organization of a professional conference designed for all technical and administrative support staff.

ELIGIBILITY FOR FUNDING

Funding for professional improvement activities is intended for:

- Regular employees, including those on probation, who are APPA members, employed on a full-time or part-time basis;
- Regular employees, including those on probation, who may be on a part-time or full-time leave with or without salary.

IMPORTANT

These conditions are described in the chapter on professional improvement in the collective agreement governing support staff.

Funding will be accorded on a first-come-first-serve basis. Should the budget be depleted within a given school year, no more requests for that school year will be accepted. All amounts are in Canadian Dollars.

NOT ELIGIBLE: Temporary employees (Chapter 2-0.00 of the collective agreement) and employees whose working conditions are governed by Chapter 10-0.00 are not eligible for the funding provided by the Professional Improvement Committee, except when specifically indicated.

FUNDING FOR STUDIES

NORMS

For university or college studies leading to a diploma or a certificate recognized by the Ministère de l'Éducation et Enseignement supérieur (MEES).

NOTE:

CEGEP and university courses leading to AEC or AEP credits are not considered as academic studies but rather as skills upgrading. The norms and procedures related to these activities are described under the section dealing with retraining and upgrading.

PROCEDURES

A. To benefit from funding, an eligible individual must:

- Complete and sign the Professional Improvement Request Form (PIC 00-01) and forward it by email, internal mail, fax (keep the fax confirmation);
- Forward these documents within the time limits listed below:
- Forward the registration/invoice for the tuition fees or confirmation of admission and registration and an original receipt.

IMPORTANT

Requests for Télé-université and other correspondence courses must be made prior to the beginning of the course.

B. To claim reimbursement, an eligible employee must:

- Submit the transcript of marks attesting to the successful completion of the courses concerned;
- Forward these documents within the time limits listed below.

TIME LIMITS FOR SUBMITTING CLAIMS

- A claim must be submitted no later than one month after the issue date on the transcript of marks.
- If, three months after the end of the session, you have not received a transcript of marks, you must contact the Professional Improvement Committee in order to obtain an extension.

FUNDING FOR STUDIES

FUNDING

The Professional Improvement Committee reimburses 100% of the tuition fees up to a maximum of \$970.00 per year. Exceptionally, when a regular employee requests and obtains a leave from the Board for full-time studies, a maximum of \$1,500.00 per year will be granted for tuition. Tuition fees are reimbursed directly on an employee's pay cheque. It is important to note that the reimbursement is taxable in accordance with the Taxation Act.

The Professional Improvement Committee does not reimburse the following costs:

- Entrance fees to student associations;
- Instructional material;
- Entrance exams or membership fees to professional corporations and/or orders.

OFFICE SYSTEMS TECHNOLOGY / LANGUAGE SKILLS / RETRAINING & UPGRADING/NON-CREDIT COURSES

NORMS

Requests for office systems technology training, language skills courses, retraining and upgrading, or non-credit courses.

PROCEDURES/TIME LIMITS

- To benefit from funding, an eligible individual must:
- Complete and sign the Professional Improvement Request Form (PIC 00-01) and forward it by email or internal mail;
- Forward the information brochure, course description, or description of upgrading session.

To claim reimbursement, an eligible employee must:

- Submit proof attesting to the successful completion of the course or upgrading session concerned;
- Forward the registration/invoice for the course fees, or confirmation of admission and registration and an original receipt;
- The documents listed above must be submitted no later than three weeks after the completion of the course or retraining activity.

FUNDING

- The Professional Improvement Committee reimburses a maximum of \$400 per applicant, per year. It is important to note that the reimbursement is taxable in accordance with the Taxation Act.
- The Professional Improvement Committee does not reimburse expenses other than tuition or registration fees.

RECONNAISSANCE DES ACQUIS ET DES COMPÉTENCES (RAC)

- The cost of the RAC evaluation process and any course taken are eligible for funding up to a maximum of \$500 per year.

FIRST AID FOR CHAPTER 10 EMPLOYEES

- Chapter 10 employees are eligible for reimbursement of the cost of First Aid certification, as required by the classification plan;
- Individuals are eligible for funding up to a maximum of \$100;
- Typically First Aid certification is only recertified every 3 years.

PROFESSIONAL IMPROVEMENT FOR GROUPS

NORMS

Professional improvement for groups applies to:

- Courses organized on the basis of specific needs (made-to-measure).

PROCEDURES

To receive funding, an individual must:

- Submit a duly-completed request for funding, using the Professional Improvement Request Form (PIC 00-01), and forward it by email, internal mail, fax (keep the fax confirmation);
- Attach any pertinent information on the training, including a list of participants and a copy of the registration form;
- Each department and service is limited to one claim per school year.

PRESCRIBED TIME LIMITS FOR REQUESTS FOR FUNDING

With regard to activities organized by an outside organization, requests must be forwarded to the Human Resources Department, at least three weeks prior to the activity.

FUNDING

The Professional Improvement Committee reimburses:

- When professional development is organized for a group that is composed of APPA members and non-APPA members, the amount to be reimbursed is determined based on the number of eligible APPA members in relation to the total number of participants up to a maximum amount of \$600.

Funding by work unit:

- The administrative unit assumes the remaining training costs.

CONVENTIONS AND SEMINARS

NORMS

The Professional Improvement Committee handles funding requests for seminars or conventions of outside organizations and accepts, in exceptional cases, requests to attend conventions held outside Quebec. The Professional Improvement Committee will accept a maximum of two requests per person to attend a convention during the same school year.

PROCEDURES

A. To receive funding, an eligible individual must:

- Submit a duly-completed and signed request for funding using the Professional Improvement Request Form (PIC 00-01);
- Include with the form the information brochure outlining the event as well as registration and participation fees.

PRESCRIBED TIME LIMITS FOR REQUESTS FOR FUNDING

The request must be submitted three weeks prior to the event.

B. To claim reimbursement, an individual must:

- Forward the original receipts and bills to the Professional Improvement Committee, as outlined on page 3.

PRESCRIBED TIME LIMITS FOR REIMBURSEMENT CLAIMS

A reimbursement claim must be submitted no later than three weeks after the convention or seminar.

CONVENTIONS AND SEMINARS

FUNDING

The Professional Improvement Committee reimburses:

- Registration fees up to a maximum of \$200;
- Return trip using public transportation up to a maximum of \$125, if the distance is more than 60 km from Montreal;
- When driving a personal vehicle, kilometres will be paid at the rate of 0.54\$ (unaccompanied) and 0.59\$ (car-pooling) per kilometer, if the distance is more than 60 km from Montreal;
- Accommodation fees up to a maximum of \$100, per day, if the distance is more than 60 km from Montreal;
- Meal expenses up to a maximum of \$50 in Canadian currency, per day, if the distance is more than 60 km from Montreal.

Note:

Membership fees for an association are not admissible.