



GUIDELINES

Professional Growth Subsidy Fund

Calgary Catholic Teachers ATA Local #55

Effective: September 1, 2021

A. TERMS OF REFERENCE:

COLLECTIVE AGREEMENT: CLAUSE 9.3.2

Professional Development Leave and Professional Growth Subsidy. The Board shall provide to the Professional Growth Subsidy 400 substitute days effective *September 1, 2016* with the option to purchase an additional 225 substitute days for the purpose of professional development.

The Board will make available for the purpose of professional development a fund of **\$656,000.00** effective **September 1, 2021**. This fund will be jointly administered by the Professional Growth Subsidy Committee and the Superintendent of Schools or designated Superintendent in the following manner.

The Professional Growth Subsidy Committee will review applications from teachers requiring financial assistance and will in turn make recommendations to the Superintendent of Schools or designated Superintendent as to disbursements. The Superintendent of Schools or designated Superintendent shall have final right of approval on such disbursements.

The fund and its operation will be subject to audit by the Board.

B. ADMINISTRATION:

1. The operating committee shall consist of six members (one representative per school-based division, two members-at-large) of the Local elected by the Council of School Representatives (CSR) with members elected on a rotating basis. The President of the Local or designate and the Superintendent or designate sit as ex-officio members of the Professional Growth Subsidy Committee.
2. The Committee shall meet at least once a month during the school year to review the applications from teachers requiring financial assistance and will in turn make recommendations to the Superintendent or designate.
3. The Committee must submit an annual report listing individual applications and detailing disbursements. The term of the report is to coincide with the Board's fiscal year. Copies will be distributed to the Alberta Teachers' Association Local #55 Executive, the Superintendent, and the Board of Trustees.
4. The Committee will review annually its operations and guidelines and make recommendations for necessary change.

C. INDIVIDUAL GRANT DISPOSITION:

1. Subsidies are available only to teachers who are paid members of the Alberta Teachers' Association. This includes teachers on leave provided that they have paid the appropriate fees.
2. Forms must be completed and signed only by teachers under contract. The committee can only offer financial support when the teacher is under contract at application date and at the date of conference completion.

3. Applicants will receive written approval or refusal of their application.
4. Applications for a specific course may be submitted to either PIF or PGS but not both within the same school calendar year. E.g., Once your application is approved for PGS, you will be ineligible for PIF funding until the following school calendar year. Once you have been approved for PIF, you will be ineligible to access PGS **tuition** funding until the following calendar year.
5. A. **In City/In Province/Virtual Conferences:** Professional Growth Subsidy Fund will provide assistance to the first 30 individuals applying for subsidy to attend.
 B. **Out of Province:** Individuals attending out-of-province conferences may be restricted under the terms of Interim Regulations GCI (see #3). This policy shall not apply, however, if attendance at the conference does not require release *from* regular assignment.

GCI #3 states: No more than twelve (12) employees from District school-based staff may attend the same conference, convention, seminar or visitation without the prior approval of the superintendent, Human Resource Services. No more than three (3) participants are to be school-based staff employees from the same school unless agreed upon by both parties. (N.B. *The Catholic School Centre, St. Paul Centre and St. Leo's Centre will be considered as one school site*).

6. Out-of-Province Applications (Form B-1) must be submitted to the Professional Growth Subsidy administrative assistant no later than 5 working days prior to the PGS meeting date. Applications received after the five days will go to the next month's committee meeting for consideration. In-City/In-Province/Virtual applications must be submitted 14 working days prior to the conference. Applications will be considered only if adequate time is available for processing and will be subject to review by the Committee. Applications received on or after a conference/workshop start date will not be considered.
7. Applications must be accompanied by a copy of a conference overview or conference at a glance or typed letterhead from the conference organizer including a listing of speakers, times, dates and topics of workshops the applicant is attending. If conference is in another language: When possible, please provide an English translation for conference materials. A conference registration receipt and proof of attendance is required with original receipts before any reimbursement will take place.

N.B.: ATA sponsored conference applications will be accepted without a conference brochure. All other conferences/workshops require either a brochure or a list of workshops attending and a list of speakers.

As a courtesy, each application requiring absence from regular assignment should be signed by the appropriate administrator to indicate his/her knowledge of the proposed absence for professional development reasons.

Conferences held during Teacher's Convention require permission to be granted in writing from ATA Provincial at <https://ATA.smapply.ca> in order for the PGS Committee to approve the application. A copy of the approval is required by the PGS administrative assistant before any reimbursements will be issued.

8. Individuals may receive no more than one grant per school year (September 1 to August 31). This grant may be either for a conference or for tuition, but not both. Applications for Conferences/Workshops and Tuitions are accepted up to five (5) calendar months in advance of the conference date.
9. If a similar or identical conference is being held in more than one geographic centre, funding will be only provided for a location closest to Calgary.
10. Applicants requesting funding as a presenter must also be registered at the conference.

11. Under no circumstances will individual grants be allowed for group conference or group activities organized by school system personnel during a teacher day.

12. Teachers may apply for up to two substitute days depending on the nature of the conference and the availability of substitute days. Any additional days required for reasons such as extended conference time, holiday, airline delays or misfortune due to extenuating circumstance, cannot be covered by the PGS fund.

Any leave **over two days** must be requested and approved by the appropriate Collective Agreement process. Most leaves can be requested through "HR self-service" (e.g. Teacher Leave (Clause 12.1 of the Collective Agreement), Unspecified Leave (12.3), or Personal leave (12.2). Approval must be granted by the District before the leave is taken.

13. When a teacher is allocated conference support, it is strictly for that conference and that conference only.

14. Following the professional development activity, applicants must submit Conference Evaluation Form within **two (2) months** of conference completion. If the report and receipts are not forthcoming, no funds will be allotted and the substitute teacher costs will be deducted from any subsequent approved funding. If extenuating circumstances preclude the teacher from submitting receipts on time, the teacher must discuss this with the PGS administrative assistant.

15. All applicants for **out-of-province conferences** held during the summer vacation (July-August) must be approved by the Professional Growth Subsidy Committee and must be submitted no later than **5 working days prior to the June 2022 meeting of the committee**. Out-Of-Province applications submitted after this date will not be eligible for funding.

All **in-city/in-province/virtual conferences** must be submitted to the Professional Growth Subsidy administrative assistant **14 days before the end of June, 2022** to allow for processing.

All applications for tuition must be in by **May 20th, 2022**.

Applications for tuition and in-city/in-province/virtual submitted after the above dates will not be eligible for funding during July and August.

16. Individual Subsidies – excluding possible substitute grants:

- a) Attendance at In-City/Virtual conferences may be funded to a maximum of **\$500.00** based on *original* receipts as stipulated by the guidelines.
Approved expenses include: Conference registration fees, meals and parking receipts. *Only original receipts will be accepted.*
- b) Attendance at In-Province conferences may be funded to a maximum of **\$1200.00** based on *original* receipts as stipulated by guidelines.
Approved expenses include: Conference registration fees, meals, accommodations and transportation receipts. *Only original receipts will be accepted.*
- c) Out-of-Province conferences will be funded to a maximum of **\$2000.00** based on *original* receipts as stipulated by guidelines. In the interest of equitable sharing, two (2) full calendar years must elapse between Out-of-Province conference grants.
Approved expenses include: Conference registration fees, meals, accommodation and transportation receipts must be submitted for Category c) above. Acceptable receipts for airfare include: the original return economy airline ticket and boarding pass or other original documentation listing travel dates, times and costs. Only original receipts will be accepted. All receipts must be itemized and dated. Registration, Accommodation and airfare receipts

must bear the name of the applicant. If you are splitting expenses with someone, make sure that all names are on the receipts.

- d) Meals to a maximum of **\$40.00** per day (in-city) and **\$70.00** per day (in-province) and **\$100.00** per day (out of province). Original receipts required. Alcohol and long-distance phone charges are not eligible for reimbursement. Car Rental – original receipt only.
- e) Active members on leave who have paid the appropriate membership fees, may be funded to a maximum of \$400.00 from a) or b) or c) above.
- f) Substitute teachers who are active paid ATA members may apply for a subsidy for a conference to a maximum of **\$800.00** per person from a) or b) or c) above.
- g) Overnight accommodation will be an acceptable expense based on:
 - i). If an in-province conference begins at 8:00 am or earlier and
 - ii). If the conference location is over 150 km from the city of Calgary based on the distance in the 'Kilometrage Chart' published by the Alberta Teachers Association.

- 17. Successful out-of-province applicants will be ineligible to access any portion of the PGS fund for 2 years from the date of the conference.
- 18. An applicant who has been approved for conference attendance but is unable to attend must inform the Professional Growth administrative assistant in writing prior to that conference. Failure to inform the PGS administrative assistant will result in forfeiture of all funding eligibility for 2 years.
- 19. Should any application raise unusual or unique circumstances, the Committee reserves the right to make recommendation to the Superintendent for final approval.
- 20. If a teacher is refused support he/she may appeal the decision in writing prior to the next Professional Growth Subsidy meeting and resubmit his/her application to the committee no later than 5 working days prior to the committee meeting. If refused again, the teacher may appeal to the Superintendent or designate.
- 21. All other factors being equal, the principle of first come, first served will be followed.
- 22. Disposition of funds:
 - 2%** Mentorship Program Support
 - 1%** Substitute Teachers Fund
 - 10%** for tuition for the year
 - 5%** for summer conferences – July and August
 - 22%** Segment 1 - September to November inclusive
 - 30%** Segment 2 - December to March inclusive
 - 30%** Segment 3 - April to June inclusive

D. TUITION FEES

- 1. Individuals, under contract and active paid members of the Alberta Teachers' Association, are entitled to make application to attend one course per year (September 1 to August 31) in the category of tuition fees to a maximum of **\$500.00** per year provided they have not received any in city/in province/virtual conference funding during the calendar school year (September through August) or out of province PGS funding in the past two years.
- 2. Form T-1 must be completed with all necessary enclosures and signatures.

3. Applications must be submitted to the Professional Growth Subsidy administrative assistant by the 20th of the month prior to the commencement of the course to ensure adequate time for processing. For example, if your course begins in November, it must be received no later than October 20th to be considered. Applications received on or after the course commencement date will not be considered.
4. Applicants will receive written approval or refusal of their application.
5. To allow for a diversity of professional development activities, applicants will not be restricted to university-accredited courses only. Courses offered by the Universities (non-credited), Continuing Education, Further Education, City of Calgary, etc. will also be considered. This consideration will be given only if the applicant can provide a reasonable detailed rationale of how a course will allow for the professional development of the applicant.
6. Reimbursements will be restricted to actual tuition fees and required course materials (which may include books but not technology) to a maximum of **\$500.00**. Upon the completion of the course applicants must submit an official statement of Tuition Fee receipt form within two (2) months of course completion. (Form T-2/3 attached to letter of approval.) Funds cannot be reimbursed until these forms have been submitted. The course must be completed within the school year (September 1 to August 31).
7. An applicant who has been approved for a course but is unable to attend must inform the Professional Growth administrative assistant in writing one week after course commencement. Failure to inform the PGS administrative assistant will result in forfeiture of all funding eligibility for 2 years from the date of notification of forfeiture.
8. Applicant approved for subsidy for Tuition, finds that the course is unsuitable, may withdraw from that course and re-register in the same faculty, instruction and semester. The PGS administrative assistant must be informed of the course change within 2 weeks of the original course commencement date. Applicant must provide documentation of course cancellation and registration for the new course. Failure to inform the PGS administrative assistant will result in forfeiture of all funding eligibility for 2 years.
9. No substitute time will be granted to attend a course.
10. Should any application arise involving unusual or unique circumstances, the Committee reserves the right to make recommendations to the Superintendent for final approval.
11. Form T-1 must be completed and signed only by teachers under contract. The committee can only offer financial support when the teacher is under contract and have an active paid membership to the Alberta Teachers Association at the time of application and at the date of course completion.

E. IRREGULARITIES IN USE OF FUND

1. Irregularity is identified.
2. Within 30 school days of the identification of the irregularity the teacher will be notified in writing concerning the issue.
 - a) Copies of all documents related to the issue will be sent to the teacher and a request for clarification/explanation will be made in writing.
 - b) A response will be requested within 30 school days. The teacher may submit written clarification to the committee or may appear in front of committee to present clarification or may have a representative make a presentation.
3. If the committee determines that the issue is resolved, a letter will be sent to the teacher indicating the resolution.

4. If the committee determines that the irregularity remains an issue a written declaration will be so issued, inviting a response.
 - a) If no response is received within 15 school days, the committee will inform the teacher that procedures 5 through 6 will occur.
 - b) If a response is received, steps 3 and 4 may be repeated.
5. A 15-day waiting period will occur following the writing of the declaration in item 5 a. The teacher may issue an appeal of the committee's decision to the table officers of the Local. If such an appeal is presented within this time period, the process will be held in abeyance until Table Officers reach a decision and inform the committee of their conclusion. If a difference exists between both groups, a request for assistance will be made to the Members Services Department of the Association.
6. If no appeal is forthcoming within the time period or if the conclusion of Table Officers is consistent with the committee's decision, the committee will:
 - (A) formally request a refund, and
 - (B) block access to the PGS fund for 5 years, and
 - (C) request a professional investigation by the Executive Secretary of the Association.

Examples of possible irregularities

- A sub day used while not attending a conference.
- Issuing false receipts.