***PIF Frequently Asked Questions***

All terms of the current Collective Agreement and Staffing Guidelines will apply during the term of the PIF grant

1. **Who is eligible to apply**?

Teachers with 3 or more years combined experience with the District

Teachers who have not received a Sabbatical or PIF funding in the previous two calendar years

1. **When are the grant period deadlines**?

Friday noon: Grant Period 1 - Closes second Friday in January: **January 14, 2022**

Friday noon: Grant Period 2 - Closes last Friday in April: **April 29, 2022**

1. **When are applicants notified**?

Applicants will receive notice of their successful application within one month of the granting period deadline. Unapproved applications will be provided with a rationale.

1. **How much money might I receive for tuition**?

Up to $10,000 maximum.

1. **If my application is unsuccessful due to the funds being depleted in the grant period, do I have to reapply or does my application automatically go into the next round?**

You have to reapply in a subsequent grant period**.**

**6. Does the PIF committee provide a list of recognized universities or colleges**?

The PIF committee does not provide such recommendations.

**7. If I am currently enrolled in a university or equivalent program of studies, am I eligible for future tuition costs in future school years**?

Yes, in so far as the program of studies is recognized.

1. **How do I apply**?

PIF applications are available from Human Resources on the [ASK](https://ask.cssd.ab.ca/ssp) portal or through the ATA Local 55 website [www.ataloc55.ab.ca](http://www.ataloc55.ab.ca) under the heading *PGS & PIF Funding*

1. **How is the leave administered**?

Once all applications are received, the selection committee reviews and notifies applicants of the results within one (1) month.

1. **What are the selection criteria?**

The selection committee reviews the applications based on their professional experience, educational background, preparation for the proposed leave or studies and potential benefits to teaching and learning.

1. **What happens if I do not complete the program?**

An applicant who has been approved for a PIF grant or leave or both but is unable to complete the proposed activity must inform the Superintendent of Learning Services (Central Schools, Diverse Learning and Human Resources) in writing prior to the starting date.

Should a teacher become ill, or require access to any other type of leave while on their PIF, they will immediately report the illness and make a request for the appropriate type of Leave using HR Self-Service. The PIF Leave may continue after the new leave has been completed and after having informed the Superintendent of Learning Services (Central Schools, Diverse Learning and Human Resources).

**N.B. Failure to inform the Superintendent of Learning Services (Central Schools, Diverse Learning and Human Resources) could result in forfeiture of all funding eligibility for 2 years.**

1. **While on PIF leave do I receive full pay and benefits?**

*Yes*

1. **Which types of institutions are eligible for tuition**?

Only accredited post-secondary or equivalent institutions

1. **Can I take on-line courses?**

Yes

1. **Can I apply for PGS and PIF funding?**

Applicants may apply for **PIF or PGS** funding, but not **both within the regular calendar school** year.

1. **Can I use PIF funding for conferences or workshops**?

No

**21. Does the District dictate the areas of study?**

The District may indicate teaching areas that are in high demand, but this does not impact the application or selection process. Teachers are encouraged to pursue areas of professional interest. If District and personal goals align everyone benefits.

**22. Do I have to do a professional development presentation following the grant?**

There is a general expectation that you share your PIF experience in one or more of the following ways:

* At the school level
* On a Professional Development day
* Through a Specialist Council
* Mentorship opportunities
* Teachers’ Convention
* Presenting at a conference
* In a written format

**23. For PIF leaves can applicants propose a cohort project?**

Yes, however the total grant will still be no more than $10,000 per person per application.

Each applicant must submit their own personalized application.

**24. Will a PIF grant leave cover expenses such as travel, food, books, or other costs?**

No, the PIF grant covers Tuition and Guest teacher costs only during the time of your leave.

**25. If I am eligible for one leave day per course registered in, can I take them one at a time to reduce guest teacher costs to the $222.00 daily rate?**

* Yes, if the leave days are approved.
* Only the days used will be honoured, there is no residual time, therefore you can not bank unused days.

**26. How are the additional Guest Teacher costs calculated?**

The second day of any ongoing assignment will be at the grid rate for that teacher.

In the event that the same day to day assignment is interrupted by a PD day, a holiday or Teachers’ Convention the second day of the assignment immediately thereafter will be at that teacher’s grid rate until such a time as that assignment ends.

**27. Can I add my teacher paid day or unspecified day(s)?**

This will depend on the nature of your proposal and the total number of days away from your current assignment which will require District approval.

**28. Can part time teachers apply**?

Yes, if you have been employed for a minimum of 3 years

**29**. **Are administrators eligible for PIF leave**?

Assistant Principals and Vice Principals should inform their Principal of the requested leave and Principals should inform their Area Director.

The final decision resides with the Superintendent of Learning Services (Central Schools, Diverse Learning and Human Resources)**.**

**30**. **Are teachers on leave eligible to apply**?

It depends: if you are currently on leave and have a continuing contract you may apply, however if you are going to be on leave in **2022-2023** you are ineligible for the PIF grant.

**31**. **Is the PIF Tuition Grant a taxable benefit**?

 No

**32**. **How long does it take to process my reimbursement?**

 Please note that processing time of reimbursement are relative to the quality of the reimbursement submission. Processing of check requisitions is between four (4) and six (6) weeks once the submission has been received and reviewed.

Refer to "PIF GUIDELINES” for further information.

**Submit this application to**:

**Professional Improvement Fund**

**c/o PIF Administrative Assistant by:**

* Pony - ATA Local #55

Email - pif@ataloc55.ab.ca