

Administrative Procedure 442

SUPPORT STAFF PROFESSIONAL DEVELOPMENT FUND

Background

All staff members in the Division are to actively engage in professional learning opportunities which will enhance their ability to fulfill the Division's core purpose and values. Support for professional development is a shared responsibility between the staff and the Division.

Procedures

1. All Division support staff are encouraged to discuss their professional learning goals directly with their supervisor. Supervisors are encouraged to support these learning plans to the greatest extent possible.
2. The Principal, in consultation with the CUPE Local 3484 school support staff member, will develop a school professional development plan.
 - 2.1 Professional development funds will be allocated to each school, based on the number of full-time equivalent (FTE) school support staff covered under the CUPE Local 3484 as of October 31, at the rate recommended by the Resource Allocation Committee (RAC) and approved by the Board of Trustees.
 - 2.2 For allocation purposes, school support staff on less than 0.5 FTE contract will be considered as 0.5 FTE and will receive half of the allocated amount. School support staff on a contract greater than or equal to 0.5 FTE will be considered as 1.0 FTE and will receive the full allocated amount.
 - 2.3 Budgeting for professional development is at the discretion of the principals, and funds are not earmarked by individual staff members.
3. Professional development funds will be available to all support staff members not covered under CUPE Local 3484 as identified in the appropriate employment agreement.
4. Refer to Administrative Procedure 513 – Appendix A for Expense Reimbursement details.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act
Employment Standards Code
Collective Agreement
Administrative Procedure 513 – Appendix A – Expense Reimbursement Details