



THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION – 403-242-7555 EXT.3
STAFF DEVELOPMENT GUIDELINES - PSS

TERMS OF REFERENCE

As per Article 30 in the Staff Association/Professional Support Staff Collective Agreement.

PURPOSE

The primary function of this fund will be to assist members who fall under the Staff Association for Professional Support Staff Collective Agreement, in pursuing job related activities, conferences, seminars, and in-services. It is not intended that this fund be used for payment of fees associated with course work. NO LEISURE COURSES WILL BE CONSIDERED.

ADMINISTRATION

The designated Staff Association Director or delegated authority will administer the Staff Development – PSS fund.

Funding may include registration fees (including pre. and post conference fees) and individual expenses, subject to the approval of the delegated authority.

PARTICIPATION

INTENT: THERE IS NO GUARANTEE THAT APPROVAL FOR FUNDS WILL BE MADE. APPROVAL WILL DEPEND ON THE NUMBER OF PREVIOUSLY APPROVED APPLICATIONS AND AVAILABILITY OF FUNDS.

The following considerations will assist the delegated authority in selecting candidates.

Compliance with application procedures.

Relevance of activity to C.B.E. Staff Association position.

Application on behalf of a group will be considered. Individual eligibility will apply.

INCOME TAX – Reimbursement will **NOT** be made if you claim fees through Income Tax.

APPLICATION

- 1) Any employee governed by the terms of the Calgary Board of Education Staff Association Professional Support Staff Agreement shall be eligible for funds under the terms of these guidelines.
- 2) All applications must be made by the individual/group concerned.
- 3) Applications must be accompanied by information regarding the course or conference - in particular, cost of course.
- 4) Applications must include the approval of immediate supervisor, if taken during working hours.
- 5) Written applications must be submitted **at least two weeks** prior to activity. **NO FUNDING REQUESTS WILL BE ACCEPTED AFTER THE ACTIVITY HAS BEGUN.**
- 6) Approved applicants will be notified as soon as possible
- 7) **ALL ORIGINAL RECEIPTS, COPIES OR FAXES TO SUPPORT AMOUNT CLAIMED, MUST ACCOMPANY EXPENSE REPORT OTHERWISE CLAIMS WILL NOT BE PAID.**
- 8) All original receipts, together with Expense Report should be submitted as soon as possible after activity. Reimbursement **will not** be made after 30 days from completion date.
- 9) **If a similar or identical conference is being held in more than one geographical centre, funding will only be provided for the location closest to Calgary.**

LEVELS OF FUNDING

Eligibility will be determined as follows:

- 1) Applications of less than \$40.00 will not be considered.
- 2) Funding up to \$300.00 may be granted every school year. (can be used for only one activity per year).
- 3) Funding from \$301.00- \$1,500.00 may be granted every **THREE** school years.
- 4) The two levels of funding **CANNOT** be combined and only one level of funding may be granted in any school year.
- 5) Registration to maintain professional requirements of the CBE position currently held will be reimbursed to the maximum determined on a yearly basis.
- 6) Funding shall not be provided for the purpose of purchasing memberships in Organizations, Specialists Councils etc.

TRAVEL EXPENSES

- 1) Participants may be reimbursed for accommodation and meals.
- 2) Where accommodation is shared, each participant may only claim a pro-rata share of the total cost.
- 3) Where travel is by car and shared, each participant may only claim a pro-rata share of the total cost.

APPLICANTS ARE EXPECTED TO TRAVEL BY THE MOST ECONOMICAL MEANS.

INTERPRETATION OF GUIDELINES

Professional Support Staff wishing interpretation of the above Guidelines should contact the Chairperson of the Professional Staff Development Fund Advisory Committee or Staff Association, Staff Development office at **403-242-7555 EXT.3**. These guideline will be reviewed annually or as required by Professional Staff Development Fund Advisory Committee.