



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

ADMINISTRATIVE PROCEDURE HUMAN RESOURCES: NO. 407	
Effective	January 11, 2023
Last Revised	August 18, 2023
Last Reviewed	August 18, 2023

PROFESSIONAL DEVELOPMENT – SUPPORT STAFF

PURPOSE

The Moosonee District School Area Board supports the continuing need for professional development of its support staff members. In education, the growth of teaching staff has special significance because it is the Board’s responsibility to promote student achievement and well-being.

Only by being lifelong learners can the staff be models of learning for the students. Therefore, the Board is committed to encouraging and supporting effective professional development activities for Board staff, subject to the annual budget allocation and the directions outlined in this administrative procedure.

PROCEDURES

1. Goals of Professional Development

- 1.1. Professional development programs will be successful when the needs of the organization and of the individual are met. Consequently, some of the responsibility for professional development must be accepted by the organization and some by the individual.
- 1.2. Professional development is an ongoing process intended to increase a staff member’s effectiveness on the job by developing knowledge, skills, strategies, and values in order to address organizational and individual goals. Professional development includes courses, professional activity days, in-service programs, workshops and conferences which leads to a support staff member’s improved job performance.
- 1.3. The Board will provide professional development funds in accordance with the collective agreement between The Moosonee District School Area Board and the Ontario Public Service Employees Union on behalf of its Local 663. (*Article P-3 Professional Development Subsidy and Article P-4 Professional Development Funds*).

2 Professional Development Subsidy (Article P-3)

- 2.1 The Board will pay an employee who provides satisfactory proof of successful completion of a course the sum of \$250.00 per course and up to \$50.00 for required textbooks to a maximum of four (4) courses per year subject to the course(s) having been approved by the Board prior to enrollment (*see attached PD Subsidy Application for Course(s) Form*)

- 2.2 Requests for approval must be submitted by December 15th for courses to be taken prior to March 1st and by March 15th for courses to be taken prior to September 30th.
- 2.3 Any University course leading to an employee's first degree, or a course which is pertinent to the employee's position in the school will be considered, subject to subsection b).
- 2.4 The subsidy is payable only to those employees who have been in the employ of the Board for not less than one (1) full year, and who continue in employ of the Board, unless the course is required as a condition of employment, in which case the Board will pay the sum of \$250.00 upon successful completion of the course.

3. Profession Development Funds (*Article P-4*)

- 3.1 The Board shall set aside the sum of \$10,000.00 for Professional Improvement and Development. This fund shall be used for the professional development and resources for professional development of all the staff covered under OPSEU Local 663 current Collective Agreement and shall include professional development days, in-service programs, workshops and conferences.
- 3.2 The professional Development Committee shall be comprised of three (3) members of the support staff covered under OPSEU Local 663 and one Trustee. The committee shall review all applications for Professional Development and make recommendations to the appropriate Supervisor for approval of attendance as per individual's requests. The committee will maintain a tracking records of approvals to ensure that the fund is not overspent. (*see attached Application for Distribution of PD Funds Form*)
- 3.3 Disbursements from the Professional Development fund shall be at the Board's discretion through its Finance and Human Resources Administrator on the recommendation of the Professional Development Committee and approval of the appropriate Supervisor. All requests for funding shall be job related. Should a Professional Development request for approval be refused a written explanation with the Board's decisions shall be given to the employee and the Professional Development Committee. (*see attached PD Funds Reimbursement Form*)
- 3.4 Support Staff members shall follow the directives related to approvals and reimbursements as outlined in MDSAB Governance Policy 23 – Travel Allowance Trustees and Staff.

REFERENCE DOCUMENTS

Legal:

Education Act: Section 169.1 Duties and Powers of Boards: Responsibility for student achievement and well-being

Education Act: Section 170 Duties of Boards: Professional Development

Education Act: Subsection 283 (2) Chief Executive Officer: Develop and maintain an effective organization

Board:

Board Policy GOV-01 MDSAB Philosophy, Goals and Values

Board Policy GOV-03 Role of the Corporate Board

Board Policy GOV-04 Role of the Supervisory Officer

Board Policy GOV-23 Travel Allowance Trustees and Staff

Collective Agreement between MDSAB and OPSEU Local 663

MDSAB / OPSEU SUPPORT STAFF – PROFESSIONAL DEVELOPMENT **SUBSIDY**

APPLICATION FOR a COURSE (Article P-3)

****Each Course Needs to have a Separate Application Form Completed****

*Requests for approval must be submitted by December 15th for courses to be taken prior to March 1st
and by March 15th for courses to be taken prior to September 30th*

SUPPORT STAFF MEMBER: _____

Date Application Completed: _____

Course Name: _____

Sponsoring Agency Hosting Organization: _____

Date(s) of Course: _____

Rationale for course completion in relation to your current job assignment:

Approximate/Estimated Cost of Course: \$_____

*\$250.00 per course and up to \$50.00 for required textbooks to a maximum of four (4) courses per year
subject to the course(s) having been approved by the Board prior to enrollment*

Course Approval

MDSAB Finance and HR Administrator Signature

Date

Reimbursement Documents to be submitted to Finance and HR Administrator:

- 1. Proof of payment for course
- 2. Proof of successful completion of course

MDSAB / OPSEU SUPPORT STAFF – PROFESSIONAL DEVELOPMENT FUNDS

APPLICATION FOR DISTRIBUTION OF PD FUNDS (Article P-4)

SUPPORT STAFF MEMBER Requesting Funds: _____

Date Application Completed: _____

Name of In-Service Program/Conference/Workshop: _____

Sponsoring Agency Hosting Organization: _____

Date(s) of PD Opportunity: _____

Rationale for PD Opportunity in relation to your current job assignment:

Approximate/Estimated Costs of PD Opportunity: \$ _____

(**Include Course Registration Fee or Conference / Workshop / In-Service Registration Fee, Travel, Accommodations, Meals, Supply Coverage Anticipated Costs**)

PD Committee Signatures:

OPSEU Member	_____	_____
	Signature	Date
OPSEU Member	_____	_____
	Signature	Date
OPSEU Member	_____	_____
	Signature	Date
MDSAB Member	_____	_____
	Signature	Date

MDSAB / OPSEU SUPPORT STAFF MEMBERS
PROFESSIONAL DEVELOPMENT **FUND**
REIMBURSEMENT FORM

Expenditure Code: **11-317-1-000-141**

NAME: _____ Date: _____

Reimbursement Form to be completed / signed off by PD Chairperson, reimbursement package to be submitted by the PD Chairperson to Finance and HR Administrator for processing.

Please note PD reimbursement cheques will be given to support staff members through Board / School mail, if other arrangements are needed, the support staff member must make a request to the Finance and HR Administrator.

A. Documentation for Conference / Workshop / In-Service Program Reimbursement:

1. Signed APPLICATION FOR DISTRIBUTION OF PD FUNDS form
2. Completed PD REIMBURSEMENT FORM (*Cover Sheet, signed by PD Chairperson*)
3. Completed MDSAB REIMBURSEMENT CLAIM FORM – must submit original receipts associated with attending conference / workshop / in-service program

Total Reimbursement Amount \$ _____

OPSEU PD Chairperson _____
Signature Date

MDSAB Finance & HR Administrator _____
Signature Date