

S.C.T.A. POLICY STATEMENT

PROFESSIONAL DEVELOPMENT

NO.1020

REGULATIONS

Individual Professional Development

- 1.1 The District Professional Development Committee shall allocate the funds outlined in Article E.2.2.1.1 to each school on the basis of the F.T.E. number of teachers on staff in September of each year.
- 1.2 That SCTA members are encouraged to submit the SCTA Teacher Professional Development Plan by October 31st of each school year. These plans will specify, as far as possible, the nature of professional activities for that year.
- 1.3 The individual PD monies will be distributed on a pro-rated basis to part-time teachers according to assignment.
- 1.4 Individual teachers allocated funds may be banked up to a maximum of Fifteen hundred Dollars (\$1,500.00). If more than Fifteen hundred Dollars (\$1,500.00) is accumulated, application to roll over the additional funds may be made to the PD Committee, otherwise, the amount over Fifteen hundred Dollars (\$1,500.00) will be transferred to the district fund.
- 1.5 A teacher who is on a unpaid leave of absence may not accumulate PD money. Upon submission of a personal PD plan to the PD Chair, the teacher on unpaid leave may access previously accumulated money while on unpaid leave.
- 1.6 A teacher hired to replace a teacher on leave-of-absence shall have access to the individual PD funds of the teacher-on-leave on the basis of months of employment completed.
- 1.7 School District No. 46 teachers on exchange, or secondment are entitled to individual PD funds on the same basis as other teachers in the district.
- 1.8 If a teacher on a temporary contract is not employed by the district the following year, the accumulated funds revert to the district fund.

- 1.9 Teachers hired in new positions after September 30th are entitled to pro-rated individual PD funds, the money to come from increasing the FTE number of teachers used to estimate the individual PD funds.
- 1.10 A teacher on unpaid leave of absence will have his or her accumulated PD funds held for them for a period of up to two years.
- 1.11 An exchange teacher will receive District PD funds to cover the cost of one release day. There are no other Professional Developments funds allocated to the exchange teacher, their exchangee's funds are not available.

Criteria for Individual PD Expenditures

- 2.1 Individual PD money can be used for PD activities, ~~Professional Organization membership fees and professional journals, books and software.~~ and professional learning resources.
- 2.2 The use of individual PD money for university and college courses is appropriate.*
- 2.3 Individual PD money can be claimed ~~once a year~~ once each school year, up to a limit of \$200, to purchase internet access.
- 2.4 Individual funds may be used to claim expenses in the ~~current~~ current or upcoming school year only.
- 2.5 Individual funds may be claimed once every three years to allow for the purchase of technology (hardware) that supports professional learning. *

Addition of 2.6:

- 2.6 Individual Funds may be used to cover TTOC costs related to professional development activities.

* These are CRA taxable benefits. Members are advised to claim these amounts on their yearly income tax

Date Adopted: February 16, 2016

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