

SUPPORT STAFF

PROFESSIONAL IMPROVEMENT COMMITTEE



POLICIES AND GUIDELINES

Revised June 2017

WHO IS ELIGIBLE

In accordance with the IAWQ Collective Agreement clause 5-7.00, regular full-time (clause 1-2.21) or regular part-time employees (clause 1-2.22) are eligible for PIC.

WHAT IS NOT COVERED BY PIC

- A) Any courses not directly related to the employee's work are not considered eligible for reimbursements by P.I.C.
- B) Material & supplies (with exception to textbooks/Ebooks)

APPLICATIONS

Applications **MUST** be submitted for consideration 30 days prior to the proposed activity. A description or brochure of the activity **MUST** be attached in order to have the application considered by P.I.C. You may get a copy of the application from the WQSB website at http://cswq.wqsb.qc.ca/documents/Staff/ss_pic_appl.pdf or by visiting www.iawq-aiwq.com

Forms, together with projected expenses, must be submitted within 30 days of supervisor's signed recommendation to picapplications@iawq-aiwq.com or sent to the board office to the attention of **PIC Applications**.

You will be notified within ten (10) days of receipt of your application by email.

REIMBURSEMENT - DEADLINE - EXPENSE CLAIMS

Expense claims, with **ALL** supporting documents attached, must be submitted to the P.I.C. Committee for approval within **30 days** of completion of the activity. Proof of successful completion of the professional improvement activity will be required.

Note: Please do not send us your original copy of certification; make a photocopy and attach it to your expense claim.

All claims must be supported by **original receipts** and submitted to:

P.I.C – IAWQ
Western Quebec School Board
15 Katimavik
Gatineau, QC J9H 0E5

You may get a copy of the expense claim from the IAWQ website at www.iawq-aiwq.com in the PIC section.

MAXIMUM ANNUAL REIMBURSEMENT

The maximum annual reimbursement per individual member is set at \$600 per year/ \$800 per year for members in the northern schools. As of July 1, 2017 tenured employees will have the option to combine PIC funds over a two (2) year period for a maximum allocation of \$1200/\$1600* (*for members in the northern schools) Maximum allocations include replacement costs. Please note that part time support staffs are prorated according to the percentage of time worked.

Funds will be allocated on a first-come first-served basis.

COURSES OFFERED BY THE SCHOOL BOARD

As stated in Clause 5-7.08 of the Provincial Support Staff Collective Agreement:

The courses offered by the board, with the exception of popular education courses, shall be free of cost for the employees who wish to take them provided that:

- a) *the courses offer, to those who take them, an opportunity for professional improvement or an increase in their educational qualifications;*
- b) *registration by the general public have priority;**
- c) *such a benefit does not oblige the board to organize courses;*
- d) *the courses be taken outside the employee's working hours.*

FUNDING – PROFESSIONAL IMPROVEMENT WORKSHOPS

Successful applicants shall be entitled to claim expenses for the following in accordance with the WQSB travel policy.

- Replacement cost
- Registration Fee (detailed receipt)
- Hotel accommodation - as per receipt
- Hosting fee (available when staying with family or friends) - \$35 per night
- Meals: \$15- Breakfast \$15- Lunch \$35 -Supper per day (receipts required)

TRANSPORTATION EXPENSES

Transportation expenses will be reimbursed according to WQSB policy.

(Car-pooling is encouraged.)

- Parking: Maximum of \$15.00 per day