

# DIVISION-BASED PROFESSIONAL DEVELOPMENT FUNDS

## Background

A teacher may use division-based professional development funds to support eligible expenses incurred in professional development activities or for resources related to an individual professional growth plan. These funds may not be used for the purchase of classroom instructional materials, electronic devices, or capital items. Division-based professional development funds are non-transferrable. These funds expire when a teacher leaves the jurisdiction.

## Definitions

Eligible Expenses are defined as costs related to the professional development activity and are defined under [Administrative Procedure 513 - Expense Reimbursements](#).

Resources are defined as materials such as books, texts, apps, software subscriptions. **Resources do not include** electronic devices (desktop computers, LCD Projectors, laptops, Chromebooks, ipads, smartphones, etc), capital items (classroom equipment and furniture), and/or classroom instructional materials intended for students.

Release Time refers to the release of the Teacher from their regular duties while they pursue a professional development activity. Where the Teacher is required to be away from their duties on an instructional day, a substitute teacher shall be hired, where reasonably practicable. The full cost of the Substitute Teacher, who replaces the Teacher, shall be considered an expense to the professional development fund of the absent teacher.

Courses are defined as credit or non-credit courses completed by the Teacher.

Professional Development Activities include but are not limited to:

- Courses
- Workshops and conferences
- Professional books or subscriptions
- Self-directed classroom/school/colleague visitation
- Action research--individual or collaborative
- Collaborative curriculum development /mapping/ planning
- Conferences/ Workshops/ Sessions/ Symposiums/Institutes

## Procedures

1. The Board shall establish a central fund to provide reimbursement for the costs associated with professional development for teachers and administrators.
  - 1.1. \$600 per 1.0 FTE teacher
  - 1.2. \$1000 per 1.0 FTE administrator
  - 1.3. Funds will be allocated to the teacher and administrator by September 30.
  - 1.4. Funds can be carried over for a maximum per school year of \$1200 for teachers or \$2000 for administrators.
  - 1.5. The allocation for part-time teachers shall be based on FTE.
  - 1.6. The allocation for teachers returning from Leave of Absence is not prorated based on the number of days worked in the school year.
  - 1.7. The total accumulated professional development funds will not be impacted by any changes in allocation amounts as a result of budget deliberations where the allocation per teacher decreases.
2. Areas of Responsibility
  - 2.1. Teachers, including administrators, pursuing professional development have the following responsibilities:
    - 2.1.1. Complete and submit the [Professional Development Request Form](#) prior to accessing or attending professional development.
    - 2.1.2. Upon approval by the school principal or supervisor, the teacher shall:
      - 2.1.2.1. Ensure registration or other details are completed.
      - 2.1.2.2. Complete an absence request.
        - 2.1.2.2.1. Teacher absences requiring a substitute teacher shall be coded to "Professional Development with Sub." Absences not requiring a substitute teacher shall be coded to "Professional Development-No Sub."
        - 2.1.2.2.2. Administrator absences requiring a substitute teacher shall be coded to "Administrator Professional Development with Sub." Absences not requiring a substitute teacher shall be coded to "Administrator Professional Development-No Sub."
    - 2.1.2.3. Ensure they keep all receipts related to the professional development.
  - 2.1.3. Upon completion of the professional development, the teacher shall:
    - 2.1.3.1. If the expense claim exceeds \$50.00, complete and submit a Certified Staff PD Expense Form located in the "My Forms"

section of the Employee Portal within 30 days of the completion of the professional development.

2.1.3.2. If the expense claim is less than \$50.00, complete and submit a Certified Staff PD Expense Form located in the “My Forms” section of the Employee Portal once the expenses have accumulated to \$50.00 or by June 30 of the current school year if the expenses do not exceed \$50.00.

2.1.3.3. Ensure all forms are completed correctly and accurately.

2.1.3.3.1. Costs reimbursed through professional development funds may not also be claimed under the [Teacher and Early Childhood Education School Supply Tax Credit](#).

2.2. Principals and Supervisors, when approving professional development, have the following responsibilities:

2.2.1. Approve Professional Development Request Forms and Certified Staff PD Expense Forms in a timely fashion.

2.2.2. In situations where the Principal or supervisor is denying the professional development approval, the Principal or supervisor is responsible for communicating with the Teacher who submitted the form about the reasons for not approving the request.

2.2.3. Ensure all professional development meets the requirements as outlined in this administrative procedure.

2.2.4. Ensure that a PD Attendee is not counseled to use their division-based professional development funds for professional development mandated by the school or school division.

2.3. The Superintendent has the following responsibilities:

2.3.1. Approve all Professional Development requests for Out of Country PD in a timely manner.

2.3.2. In situations where the Supervisor is denying the professional development approval, the Superintendent is responsible for communicating with the Teacher who submitted the form about the reasons for not approving the request.

2.3.3. Ensure all Wolf Creek Staff are aware of the administrative procedure.

### 3. Appeals Process

3.1. The Superintendent shall establish an appeals procedure in coordination with the ATA Local.

3.1.1. The procedure for an appeal is as follows:

3.1.1.1. The PD Attendee shall submit a written appeal to the Secretary-Treasurer.

- 3.1.1.2. The PD Attendee shall adhere to the initial decision regarding the professional development until the appeals process is complete.
- 3.1.1.3. The Secretary-Treasurer, upon receipt of a written appeal, shall convene a meeting with the ATA Local or designate for the purpose of making a joint recommendation to the Superintendent regarding the initial decision.
- 3.1.1.4. Any decision made by the Superintendent subsequent to hearing the appeals recommendation shall be final.
- 3.1.1.5. The Superintendent shall communicate the outcome of the appeals process to the PD Attendee.

#### 4. Administrative Procedure Review

- 4.1. The Administrative Procedure shall be reviewed annually by a joint committee comprised of the following members:

- ATA Local President
- ATA Local PD Committee Chair
- ATA Local NSC Chair
- Secretary-Treasurer
- Assistant Superintendent - People Services

Reference: [Education Act](#) Section 33, 52, 53,68, 196, 197, 204, 222  
[Employment Standards Code](#)  
[Collective Agreement](#)

Adopted: April 2018

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