

# FCTA PROFESSIONAL DEVELOPMENT GUIDELINES

## (Form 1.0)

### 1. General

- **1.1** Each salaried member of the FCTA may claim up to \$700 per year (July 1 – June 30), as long as funds are available. If staff organizes a school-based professional development activity that totally uses up that school's District (School) Professional Development Account, participating teachers from that school may use up to \$180 each of their \$700 individual limit to cover the additional costs.  
NOTE: Members may not claim mileage when attending individual Pro D activities at their place of employment.
- **1.2** As long as teacher-on-call days permit, each salaried member of the FCTA may claim up to 5 TTOC days per year or at the discretion of the FCTA Pro D Chair; part-time members may claim their percentage employment times 5 TTOC days. The FCTA Pro D Chair may claim up to 5 TTOC days for planning and administration.
- **1.3** Teachers on call or Teacher Replacements who are registered to vote in the FCTA may claim up to \$350.
- **1.4** As a general principle, only professional development initiated by the teacher is an appropriate claim on the Pro D Fund.
- **1.5** Once an online application for reserved funds for an individual professional development activity has been submitted and approved by the FCTA Pro D Chair, a TTOC can be requested, subject to the total limit of TTOC days, as stated in the collective agreement. If the request is not submitted in advance of the activity, funds could be denied.
- **1.6** If a member applies for credit for a course, (i.e. not to audit the course) they may claim from the Individual Bonus for that course, but not from both.
- **1.7** The FCTA Pro D Chair shall maintain record of monies requested and spent, as well as the number of TTOC days used by members participating in individual professional activities. A copy of each school's record can be provided to each school's Pro D Rep and administrator by request.
- **1.8** When a school or part/all of the District choose their professional day and indicates that members are to choose their own professional activity for that date, every member is expected to participate in some professional activity on that date. The FCTA Pro D Chair will request that every FCTA member fill out Form 3 in advance, with a brief

statement of the activity. This file will be kept in the office and is accessible to District staff at any time.

- **1.9** Teacher job exchange processing fees are a legitimate use of Pro D funds.
- **1.10** If a TTOC is only employed by the District, they can be paid to attend the District Pro D Day.
- **1.11** Under exceptional circumstance and after approval by the FCTA Pro D Chair, a sixth day may be approved.

## **2. Summer Pro D**

- **2.1** Using their individual Pro D Fund, a teacher may attend a summer professional development activity if approved by 75% of their school teaching staff prior to June 10 or on the second Monday in June, whichever comes first. A teacher may, unless decided differently by a staff committee because of a required school activity, use a maximum of 5 days during the summer for Pro D but may only take 3 days in lieu during Pro D days the following school year.
- **2.2** A teacher new to the District, or a teacher transferred to another school within the District effective September 1, may attend the summer Pro D school activity organized by the school and thereby access the equivalent days in lieu.
- **2.3** If teachers have received approval under 2.1 and they are taking part as a group or department on behalf of their school, appropriate expenses may be charged to the school's portion of the District Pro D Fund with the authorization of the school-based Pro D Committee.

## **3. Application for Professional Development Activities**

- **3.1** Request for funds for individual Pro D, shall be made on the approved online form 10 days prior to the activity or a lesser time if so determined by the FCTA Pro D Chair. Funds could be denied if not submitted prior to the activity. This is to ensure that Pro D funds and TTOC days are available. For the purpose of this section, District staff (TREC, ACE and District Education Office) shall be treated as one school staff.
- **3.2** Request for funds shall be submitted for approval to the FCTA Pro D Chair. If the activity is approved by the FCTA Pro D Chair, and requires a TTOC, then you must complete the LOA request on Atrieve.

#### **4. Claims for Reimbursement**

- **4.1** Claims shall be submitted online to the FCTA Pro D Chair within 60 days following the event. Claims not submitted within 60 days after the event could lead to the loss of funding and funds will be released for other members to use.
- **4.2** Claims must be supported by receipts for registration, accommodation and where possible, public transportation costs.