



PROFESSIONAL DEVELOPMENT AND WELLNESS FUND: PRE-K-12

Teacher Guidelines and Procedures

Effective July 1, 2023

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Background

As set out in Article 6.1 of the [LINC agreement](#), the board provides an annual dollar amount as a Professional Development Fund. This is equal to .59% and of the previous year's instructional salaries for teachers, consultants, coordinators, vice-principals, and principals.

As per article 6.1.1 of the LINC agreement, the following committees shall create guidelines and manage expenses:

- Pre-Kindergarten to Grade 12
- School-Based Administrators (Principal/VP)
- Coordinators and Consultants

Allocation of the Professional Development Fund (P.D.) is currently as follows¹:

A. Director of Education (25%)

B. RCSTA Teacher Committee (75%) divided as follows:

- Pre-Kindergarten – 12 teachers 57 %
*At least 7% of these funds will be designated to Pre-K to 12 teacher wellness.
- School-based administrators 16 %
- Coordinators and consultants 2 %

The three funds that make up the Teacher Committee portion each have their own guidelines and P.D. Committee managers. This document outlines the pre-Kindergarten(pre-k) to Grade 12 teacher guidelines. School-based administrators, and coordinators and consultants have different managing committees, and are expected to create or implement guidelines as per the LINC agreement. The Business and Finance office provides the RCSTA with a statement each year indicating the expenditures incurred and balances remaining in each fund.

Funds are a result of the collectively bargained LINC agreement between the RCSTA and the school division. Up to 25% of unspent funds may be carried forward to the next school year.

¹ As of July 2022, the percent allocations are in the LINC agreement.

Pre-K to 12 Teacher

Philosophy

To provide financial assistance for a variety of meaningful professional development activities related to the educator's current professional assignment and the overall professional development of a Pre-K to 12 educator including further education. This fund is intended to be teacher directed by your RCSTA. Approved P.D. should be of good value for the overall fund and the teaching profession. It is expected that the P.D. is closely related to one's current teaching assignment. When possible, virtual or local P.D. is encouraged over P.D. that requires travel. It is expected that the school division will provide and fund P.D. that is mandatory or essential in carrying out one's teaching assignment.

As of July 2022, collective wellness initiatives have been introduced to the fund. While at least 7% of funds must be directed towards wellness, as per the LINC agreement the committee reserves the right to allocate additional dollars towards teacher wellness initiatives.

Management and Structure

The RCSTA president manages the Pre-K to 12 teachers' fund. All changes to guidelines and criteria are approved by the RCSTA Executive. The P.D. committee, under the purview of the RCSTA Executive, has the authority to adjudicate P.D. requests. The committee shall make decisions based on this document, and other applicable association policy. It is understood that the committee makes decisions placing the interests of the collective above those of the individual. The P.D. fund is not an automatic reimbursement program. Teachers who do not get pre-approval for an expense should not expect to receive reimbursement. The fund is structured into three parts: professional development allotment, tuition assistance allotment, and collective wellness initiatives. Teachers may use P.D. allocation (up to \$500/class) for tuition, when approved. While structured in three parts, the funding is single source, from the LINC agreement.

Surpluses

When there is a surplus or expected surplus, amounts in excess of the 25% of the fund that can be carried over shall be prioritized on P.D. and wellness items that will impact as many members as possible.

Fund Classifications and Potential Allotments

Table 1 – Classifications of Fund Spending

Pre-K to 12 Teachers' Fund		
Professional Development	Tuition Assistance	Collective Wellness
National and international ^{2,4} Workshops/Conferences/ Seminars/Tuition	For classes completed through an educational institution.	Wellness initiatives open to all RCSTA members.

Table 2 – Tuition and P.D. Allotments Based on Contract and Experience

Experience	Contract	Professional Development	Tuition Assistance
Year 1	Any	Up to \$350.00	\$0.00
Year 2	Temporary/ Replacement	Up to \$900.00	\$0.00
Year 2	Continuing	Up to \$900.00	1 award per year up to \$500 that does not count against the \$900.00
Year 3 and beyond	Temporary/ Replacement	Up to \$900.00 over 3 years	\$0.00
Year 3 and beyond	Continuing	Up to \$1800 over 3 years ³	1 award per year up to \$500 that does not count against the \$1800.00

*These amounts are maximums that are subject to committee approval. Partial amounts may be approved.

** Only one class per teacher per university academic term will be reimbursed regardless of available P.D. allotment.

² Requests may be referred to the RCSTA Executive for review/consideration.

³ No more than 5% of total Pre-K to 12 PD funding can be used on a single conference.

⁴ Pre-K to 12 PD Funds for International Requests shall not exceed 40 % of total Pre-K to 12 PD Funding.

Obtaining Approval for Professional Development or Tuition Assistance

- The teacher must fill out the “Estimated Expense” column of a Professional Development Request and Expense Voucher (Form100) and have it signed by their supervisor. **Please note that this signature does not guarantee approval.** The form must be emailed to rcsta@sasktel.net or received by the RCSTA office in the mailbag no less than two weeks prior to the event. P.D. requiring travel must be submitted at least 6 weeks prior, and no sooner than the beginning of the school year. Failure to do so may result in refusal. The original form is to be kept on file by the teacher for later reimbursement.
- It is incumbent upon the applicant to provide the necessary information for the committee to approve a request. The request should establish a clear link between the proposed P.D. and student learning at the grade level and subject area of the educator’s teaching assignment.
- Approval for the event will be emailed to the teacher. Teachers should keep a copy of the approval for their records.

Reimbursement for Professional Development or Tuition Assistance

- Within two weeks of attending the event, the teacher must fill out the “Actual Expense” column of the **original Form 100** and attach all **original** receipts. The original Form 100 along with the supporting documentation must be submitted within two weeks - Failure to do so may result in refusal. No consideration will be given to reimbursement 60 days after the P.D. or class has been completed.
- Submissions can be sent in the mailbag (addressed to the RCSTA) or emailed to rcsta@sasktel.net if it is scanned into an easily legible and printable PDF.
- P.D. reimbursements should include all necessary receipts for the P.D. itself, and other items as prescribed on the back of the Form 100. It should also include proof of completion and/or attendance.
- Tuition reimbursements should include proof of payment, and proof of passing.
- A teacher should not expect reimbursement if not pre-approved.

Submit to:

PROFESSIONAL DEVELOPMENT FUND
RCSTA Pre-K to12 TEACHERS’ COMMITTEE or
SUITE 201 – 2161 SCARTH STREET
REGINA, SK S4P 2H8

Email a printable PDF of all documents to rcsta@sasktel.net

If emailing, documents must be clearly legible and printable.

P.D. Form 100 Checklist of Procedures

Prior to Approval:

- Is your request eligible for approval? (must be submitted two weeks prior to the conference/class or six weeks prior if travel is required)
- Have you filled out the estimated expense column with the number of substitute days required? (If any)
- Have you established a clear link between the proposed P.D. and the grade level and subject area of your assignment?
- Has your immediate supervisor signed the Form 100? (This does not guarantee approval)
- Did you send your request to the RCSTA? (Either mailbag or email)
- Did you receive a reply from the PD committee?

Obtaining Reimbursement:

- Have you kept all the original receipts?
- Have you filled out the actual expense column of the original Form 100?
- Did you add the “cost of sub” to the actual expense column?
- Have you mailed in or scanned to PDF your original Form 100 and **original** receipts to the RCSTA office?
- Did you receive e-mail confirmation of an electronic deposit to your primary account? This comes from the school division 1-2 weeks or more depending on the time of year.