

## Professional Development Policy 2021-22 Student Services (Saanich School District)

1. This policy will be reviewed annually at the September Student Services staff meeting or via email.
2. Professional Development money will be held in Individual Accounts.
3. Each full-time equivalent teacher's Professional Development allowance is \$182.00. Part-time teachers will have a pro-rated amount of money based on FTE.
4. Individual Professional Development Accounts will be allowed to reach a maximum amount of \$2000. After a teacher accumulates \$2000, his/her professional development allotment will be moved into the general staff account.
5. Any personal allotments that are not used this year, will be rolled over to next year as long as teachers are still in the same itinerant position. Teachers who are no longer on the itinerant teacher list will no longer be able to access their allotment next year.
6. Teachers who exceed the amount of money allocated to them or who fail to seek pre-approval may bear the additional costs themselves.
7. All requests for funding must be accompanied by **original** receipts.
8. The staff will be advised of the amount of funds available to them as soon as this information becomes available (not before September 30).
9. The STA Professional Development Representative (Annette Lyon) manages the teacher professional development account and is responsible for decisions related to teacher professional development money. This person may have a committee or clerical assistance but is ultimately the manager of this money.
10. Teachers may use Professional Development funds for any professional development activity that falls within the guidelines set by the Joint Professional Development Committee.
  - a. Professional Conference registration and related expenses
  - b. Professional workshops in and out of district
  - c. School visits
  - d. Some non-credit courses (only those that can't be claimed on income tax)
  - e. Professional association membership dues
  - f. Expenses and honoraria for presenters
  - g. Individual research expenses EXCLUDING personal payment
  - h. Professional books and journals
  - i. Staff retreats/staff development activities.
  - j. Release time for staff initiated meetings and work sessions.

NOTE: Professional Development funds may not be used to purchase equipment of any kind or for personal payment of any kind.