



Professional
Advancement Fund: K-12
Teacher Guidelines and Procedures
2008-09 School Year

Professional Advancement Fund: K-12 Teacher Guidelines and Procedures

Revised June 2008 by the PAF Committee of the RCSTA

Background

As set out in Article 5.1 of our LINC agreement, the board provides an annual dollar amount as a Professional Advancement Fund. This is equal to .65% and of the previous year's instructional salaries for teachers, consultants, coordinators, vice-principals and principals. Allocation of the Professional Advancement Fund is currently as follows¹:

- A. 25% Director of Education

- B. 75% RCSTA Teacher Committee divided as follows:
 - 1. K – 12 teachers 50 %
 - 2. School-based administrators 19 %
 - 3. Coordinators and consultants 6 %

Also as part of the current LINC Agreement, effective at the commencement of the 2008-09 school year, the board shall provide an additional .10% of the previous year's salaries for teachers, consultants coordinators, and in-school administrators for RCSTA members' PAF.

The three funds that make up the Teacher Committee portion each have their own managers. The Business and Finance office provides the RCSTA with a statement each year indicating the expenditures incurred and balances remaining in each fund.

¹ The percent allocations are not in contract and are subject to change.

K-12 Teacher

1. Philosophy

To provide financial assistance for a variety of meaningful professional development activities related to the educator's curricular assignment or school-sanctioned extra-curricular involvement.

2. Management, Structure and Allotment

The RCSTA president manages the K-12 teachers' fund with all changes to guidelines and criteria being determined by the PAF committee. Currently the fund is structured as two parts: a professional development allotment and a tuition assistance allotment. The PAF committee determines the amounts allocated to each part of the fund:

Table 1

K-12 Teachers' Fund	
Professional Development <ul style="list-style-type: none">National and international^{2,4} Workshops/conferences/seminars	Tuition Assistance <ul style="list-style-type: none">For classes completed at an educational institution

As of August 25, 2008, the amounts that teachers can access are as follows:

Table 2

Experience	Professional Development	Tuition Assistance
Over 2 years	\$1600 over 3 years ³	2 awards/year up to \$500 each
2 years and under	\$750 over 2 years ³	1 award/year of \$500

*** Those teachers on leave and not paying member fees will have access to their particular fund allotment; however, requests for reimbursement will take place only upon the teacher returning to employment with the Division.**

**** Once a teacher has submitted to Human Resources his or her intention to retire (early declaration or gratuity) that teacher is no longer eligible to receive PAF funds.**

*****PD and TA dollars cannot be combined.**

² International requests will be referred to the RCSTA Executive.

³ A single conference limit of \$6000 cannot be exceeded.

⁴ K-12 PAF Funds for International Requests shall not exceed 20 % of total K-12 PAF Funding.

3. Guidelines For K-12 Professional Development

Obtaining Approval:

- The teacher must fill out the “Estimated Expense” column of a Professional Development Request and Expense Voucher (Form100) and have it signed by the principal. This must be faxed to 565-0989 **no less than two weeks prior to the event.** Failure to do so will result in automatic refusal. The original form is to be kept on file by the teacher for later reimbursement.
- Approval for the event will be faxed back to the school on a K-12 Committee Funding Response form.

Obtaining Reimbursement:

- 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. Failure to do so will result in automatic refusal. Submit to:

PROFESSIONAL ADVANCEMENT FUND
RCSTA K-12 TEACHERS' COMMITTEE
SUITE 205 - 3303 HILLSDALE STREET
REGINA, SK S4S 6W9
FAX: 565-0989

- Teachers can claim a room rate of up to a maximum of \$117.00 including taxes and applicable fees when staying at a hotel. This amount is in alignment with current STF reimbursement rates.

****For a complete breakdown of allowable expenses while on a professional development event, see the back of the Form 100.**

4. Guidelines For K-12 Tuition Assistance

Obtaining Approval:

- The teacher must fill out the “Estimated Expense” column of a Professional Development Request and Expense Voucher (Form100). This must be faxed to 565-0989 no later than 30 days after the commencement of the class. Failure to do so will result in automatic refusal. The original form is to be kept on file by the teacher for later reimbursement.
- Approval for the class will be faxed back to the school on a K-12 Committee Funding Response (Tuition Assistance) form.

Obtaining Reimbursement:

- Within 30 days of concluding the class, the teacher must submit all original receipts along with a copy of the passing grade. Failure to do so will result in automatic refusal. Submit to:

PROFESSIONAL ADVANCEMENT FUND
RCSTA K-12 TEACHERS' COMMITTEE
SUITE 205 - 3303 HILLSDALE STREET
REGINA, SK S4S 6W9
FAX: 565-0989

PAF Form 100 Checklist of Procedures:

Prior Approval:

- Is your request eligible for approval? (must be two weeks prior to the conference)
- Have you filled out the estimated expense column with the number of substitute days required? (If any)
- Have you specified the relevance of the conference_request to your assignment and included a copy of the program?
- Has your immediate supervisor signed the Form 100?
- Did you fax your request to the RCSTA? (565-0989)
- Did you receive a faxed reply from the PAF committee?
- Did you present the approval to your supervisor so that a substitute can be booked?

Obtaining Reimbursement:

- Have you kept all original receipts?
- Have you filled out the actual expense column of the original form 100?
- Have you mailed in your original Form 100 and **original** receipts to the RCSTA office? (faxed and photocopied receipts are not originals)
- Did you receive e-mail confirmation of an electronic deposit to your primary account?