



## STAFF DEVELOPMENT FUNDS

Responsibility: *Superintendent, Human Resource Services  
Senior Manager, Human Resource Services*

Legal References:

Related References: *HR-00-608 Request for an Association Supported Short-term Leave of Absence;  
HR-99-300 Request for Staff Development Funds;  
HR-03-301 PSSP Request for Staff Development Funds;  
Staff Development Procedure for Request of Staff Development Funds*

Revisions:

Reviewed: *January 2016*

### 1. Preamble

- 1.1 The following procedure provides guidelines and expectations regarding the application and approval process for use of staff development funds.

### 2. Application Process

- 2.1 All requests for the use of staff development funds and/or occasional teacher coverage for staff development funds must be submitted on one of the two forms available for this purpose. These forms are the *Request for an Association Supported Short-term Leave of Absence* (HR-00-608), *Request for Staff Development Funds* (HR-99-300) and *BC/SSP Request for Staff Development Funds* (HR-03-301).

#### 2.2 Request for Short-Term Education Leave (HR-00-608)

2.2.1 Teachers, coordinators and consultants may use this form.

2.2.2 These funds are managed by the Bargaining Units for the purpose of attending workshops, conferences, trade opportunities, visits to innovative teaching programs, or other project work relevant to education. Specific information about the limits and allocation of these funds is available through the appropriate Bargaining Unit.

#### 2.3 Request for Staff Development Funds (HR-99-300)

2.3.1 Teachers, administrators, coordinators, consultants and support staff may use this form.

2.3.2 These funds are managed by the Board and are used primarily to address system priorities outlined in the Administrative Goal Plan. This would cover activities such as mandatory staff training, conferences that meet system goals and Board sponsored activities. Funding has been allocated to members of Administrative Council to meet the needs of the Administrative Goal Plan. Questions regarding the use of these funds should be directed to the appropriate superintendent.

#### 2.4 BC/SSP Request for Staff Development Funds (HR-03-301)

2.4.1 Behavioural Consultants and Professional Student Services Personnel

2.4.2 These funds are managed by the Board and are used primarily to address system priorities outlined in the Administrative Goal Plan. This would cover activities such as mandatory staff training, conferences that meet system goals and Board sponsored activities. Funding has been allocated to members of Administrative Council to meet the needs of the Administrative Goal Plan.

Questions regarding the use of these funds should be directed to the Superintendent of Human Resources.

### **3. Approval Process**

- 3.1 All staff development requests must be supported by, and forwarded through, the immediate supervisor/principal. Forms are then sent to the appropriate Bargaining Unit or Superintendent for approval and funding allocation (see *Staff Development Procedure for Request of Staff Development Funds* located on the P:\ drive).