

New Westminster Teachers' Union
Professional Development Funds Guidelines
(Ratified Feb. 21, 2017,
updated November 2022)

Guiding Principles

1. As taken from the BCTF Members Guide, **section 30.A.09** Principles of Professional Development:

The following is a statement of policy representing collective professional opinion of members of the BCTF. It is based on values and principles that reflect a democratic perspective on public education and is intended to provide a provincial standard of Professional Development principles.

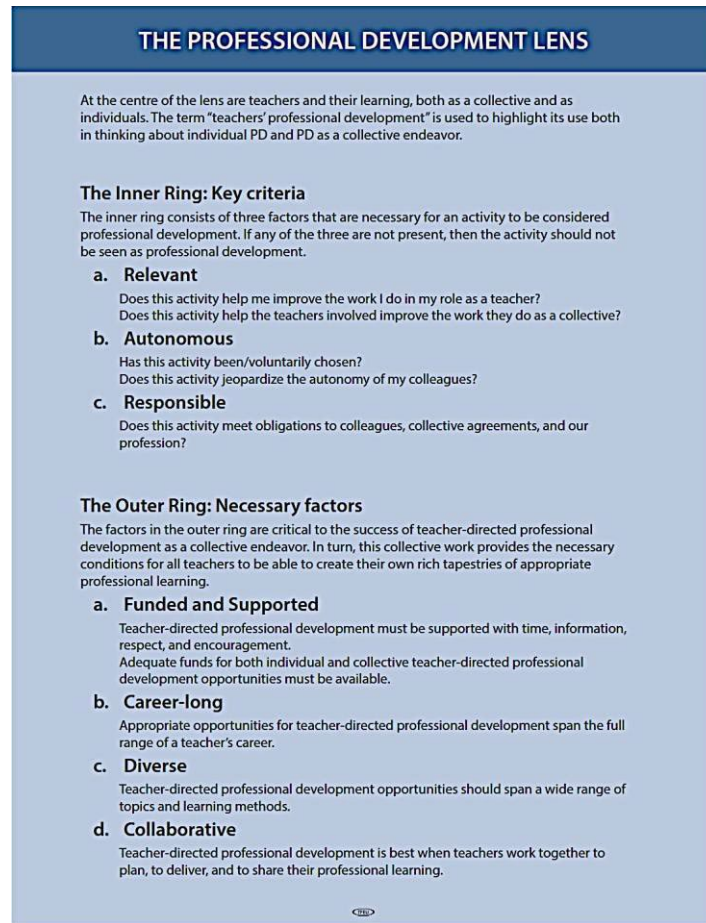
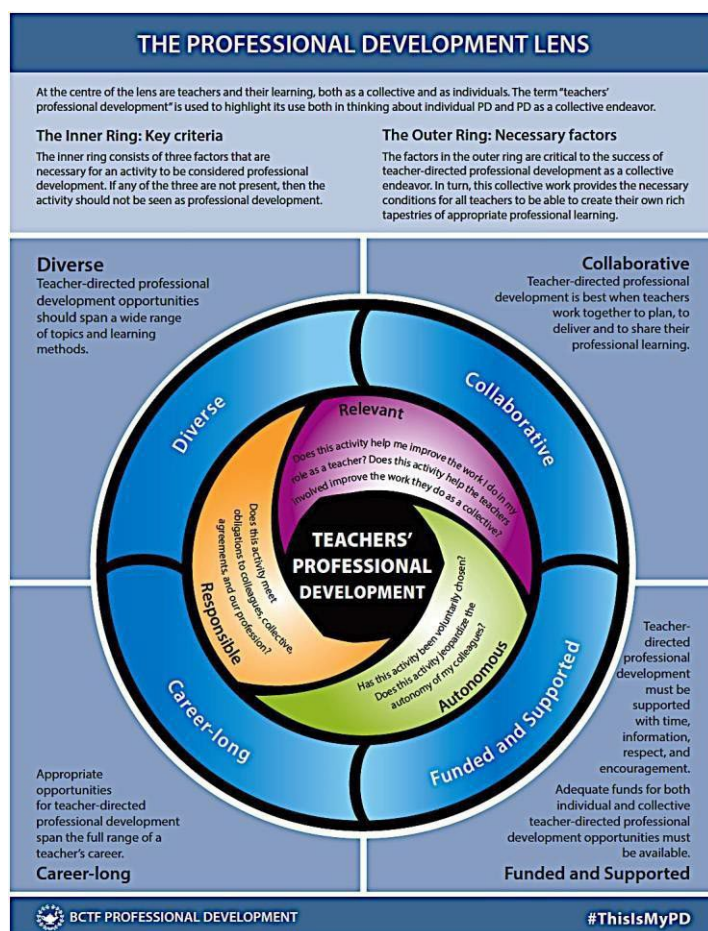
These principles reflect understandings of Professional Development and the core values of teachers, which are:

- The primacy of continuing career-long Professional Development.
 - The necessity of teacher autonomy.
 - The importance of teaching-centered and teacher-directed Professional Development.
 - The diversity of effective Professional Development needs and practices.
 - The value of teachers teaching teachers.
 - Recognition that teachers are learners.
- a. Members have an ongoing responsibility to develop professionally.
 - b. Members have autonomy in making choices about their own Professional Development.
 - c. Professional Development planning is guided by members' needs.
 - d. Professional Development informs teaching practice and encourages collegiality.
 - e. Professional Development requires time and resources to meet members' needs.
 - f. Professional Development incorporates a wide repertoire of teacher collaboration, mentorship, action research, workshops, professional course work, professional reading, peer coaching, and reflection.
 - g. BCTF has a role in providing Professional Development services to individual members or groups.

2. **The BCTF Professional Development Lens: (May 2016)**

The [BCTF Professional Development Lens](#) aims to support Professional Development committees in working with members when choosing Professional Development activities while still honouring teachers' professional autonomy. This lens will be used when considering questions such as:

- Is this Professional Development?
- Could it be in-service?
- Should Professional Development funds or time be used for this?
- Does this fit within our collective agreement and local Professional Development policies?



3. The role of this committee will be to promote Professional Development among the membership, share information in concert with BCTF and establish guidelines for the accountable use of Professional Development funds at each school or site. Any new district guidelines or changes to existing guidelines shall be ratified at an NWTU General Meeting before implementation.
4. It is recommended that school/site professional development committees and all NWTU members adhere to the guidelines established by the District Professional Development Committee. Any variation from the established guidelines should be a rare occurrence for unusual circumstances. The staff at a particular school will take responsibility for a variance from the guidelines after seeking authorization from the entire staff at that school and conducting a vote that has the agreement of 2/3 of the total compliment of staff members. School sites must inform the District Professional Development Committee of any variations or variance to the New Westminster Teachers' Union Professional Development Guidelines.

New Westminster Teachers' Union – Professional Development Funds Guidelines

1. In accordance with Article F1: Professional Development of the Collective Agreement each 1.0 FTE teaching position of the NWTU is allocated \$750.00 per year. Professional Development funds for a part-time position will be pro-rated accordingly.
2. An NWTU member may accumulate up to \$3000 in Professional Development funds. As of November 1st, any money left in individual professional development accounts above \$3000.00 will be put into the general school professional development account. This will be based on what is actually in each teacher's account on November 1st. *(May 2019)*
3. An NWTU member is allowed to borrow up to a maximum of his/her total FTE allocation per year from the Professional Development account of another NWTU member(s) or from the School General Staff Professional Development Fund. This money must be repaid in full the following school year. The gifting of money by an individual is not allowed.
4. If an NWTU member ceases to be a member of the NWTU his/her allocated Professional Development funds will transfer to the School General Staff Professional Development Fund of the school in which he/she last worked. All outstanding claims incurred prior to the termination of the member's contract must be submitted no later than **60** days from the contract termination date. If the contract termination is June 30, members must complete their claim by October 15 of the same calendar year. *(May 2016)*
5. Each NWTU member will contribute from his/her Professional Development funds an amount to be determined by each site towards a School General Staff Professional Development Fund. This fund is to be used for Professional Development as determined by the school NWTU staff.
6.
 - a. If an NWTU member transfers to another school(s) within the District, it is the member's responsibility to request the transfer of his/her funds from the previous school site to the new school site by completing the [School Transfer Form](#) within **60** days after the start of the transfer. If the member does not submit the [School Transfer Form](#) within the designated time frame, the funds will be transferred to the School General Staff Professional Development Fund. *(May 2016)*
 - b. Any NWTU teacher on a temporary contract will be allocated Professional Development funds as per his/her FTE and will have use of those funds for the duration of his/her temporary contract. These funds will be allocated either from the School District or pro-rated from the absent teacher's Professional Development allotment for the year if the temporary contracted teacher is replacing another NWTU member. Upon termination of the temporary contract, any unused funds will be transferred by October 15th of the following school year by the site Professional Development Committee to the NWTU TTOC Professional Development Fund if the teacher has not taken another assignment within the District. *(Feb. 2017)*
7. If an NWTU member is unable to participate in a Professional Development Day due to ill health, he/she must report his/her absence to the TTOC office even though no TTOC is required. A sick day will be deducted from the member's sick day allowance but no TTOC costs will be charged to the member.
8. Professional Development funds may pay for membership in a Provincial Specialists' Association (PSA) or other professional association(s).

9. Professional Development funds may pay for personal yearly subscriptions to professional publications or journals.
10. Professional Development funds may pay for computer software which will be used exclusively for Professional Development reasons. Professional Development funds may not be used for computer hardware (or related peripherals), Internet, consumables (i.e. paper & printer cartridges) and printers.
11. Professional Development funds may pay for Professional Development resources. These resources are not intended for student use and must not include more than 50% black line masters.
12. Professional Development funds may be used for travel expenses as outlined below:
 - a. For purposes of this guideline, a conference, workshop or seminar must adhere to the key criteria (relevant, responsible and autonomous) expressed in the BCTF Professional Development Lens to be eligible for reimbursement. In addition, to qualify for airfare reimbursement, the conference, workshop or seminar must last for a duration of a minimum of half a day.
 - b. Professional Development funds will pay up to the amount set in the BCTF guidelines for transportation, accommodations and meals for an NWTU member attending a conference, seminar or workshop as defined in guideline 12a. Funds may also be used for one day of travel to and one day of travel from the location of the conference, seminar or workshop. *(Feb. 2015)*
 - c. Any travel expense for a Professional Development activity over \$500 and **not directly linked to a workshop, seminar or conference** must be pre-approved by the school or site Professional Development Committee with the guidance of the District Professional Development Committee if needed. Pre-approval requests must be submitted to the site Professional Development Committee at least 30 days prior to the event. All requests must be submitted by June 1st for summer Professional Development travel. Travel expenses less than \$500 (total amount of travel expenses and not a portion thereof) do not need pre-approval but may be subject to the discretion of the school or site Professional Development Committee with the guidance of the District Professional Development Committee if needed. *(Feb. 2015)*
 - d. An NWTU member doing regularly scheduled course work at a local educational institution will pay for his/her own transportation, accommodations and meals. A local Professional Development activity or educational institution is defined as one located in the Lower Mainland. *(Feb. 2015)*
13. Original receipts are required for the disbursement of Professional Development funds for all expenses except for meals and mileage. Disbursement of funds for meals and mileage will follow BCTF guidelines.
14. Professional Development funds will be disbursed upon the completion of a course, workshop, conference, or any other Professional Development activity.
15. If attendance at a Professional Development activity incurs the cost of a TTOC, an NWTU member may pay this cost from his/her Professional Development funds.
16. If a part-time teacher chooses to attend a Professional Development activity on one of his/her non-teaching days, he/she may pay himself/herself the current TTOC rate for that day from

his/her Professional Development fund. To qualify, the activity must occur on a day when school is in session.

17. An NWTU member who takes a leave of absence during a school year shall have his/her Professional Development allotment pro-rated to that portion of the school year that he/she taught. The replacement NWTU member is entitled to the remainder of the year's allotment. The year's Professional Development funds allotment is attached to the position.
18. The District Professional Development Committee will review Professional Development records once a year and recommend changes to be ratified at a general meeting of the NWTU. *(May 2016)*
19. Professional Development receipts are valid for one year from date of issue. Professional Development records and receipts will be retained for seven years, as per Canada Revenue Agency. *(May 2016)*
20. The NWTU Professional Development budget will pay for release time to allow for school Professional Development Committee treasurers to complete their duties. The release time will be as follows *(May 2016)*:

4 days release: New Westminster Secondary School (including SIGMA)	
1 day release: <ul style="list-style-type: none"> • Community Education • École Glenbrook Middle School • Lord Kelvin Elementary School • École Qayqayt Elementary School • Richard McBride Elementary School • École Herbert Spencer Elementary School • École Lord Tweedsmuir Elementary School • Queen Elizabeth Elementary School • Queensborough Middle School • Fraser River Middle School 	½ day release: <ul style="list-style-type: none"> • Connaught Elementary School • F.W. Howay Elementary School • Homelearners Program • Itinerant Teachers • POWER • RCAP

21. Members engaging in a Professional Development activity led by an Indigenous Knowledge Keeper, Elder, or other cultural expert may provide this person with an honorarium of up to \$200 or a gift costing up to \$200. The member will pay for the honorarium or gift and request reimbursement after the event. In lieu of an invoice or receipt, members will fill in the Indigenous Pro-d Funding receipt on the NWTU Pro-d website and have one other NWTU member sign the form as a witness. *(Nov. 2022)*:

Restrictions

1. An NWTU member may not hire family members to teach Professional Development activities/programs on a one-on-one basis, but family members may be hired by the entire school staff/department for Professional Development purposes.
2. Professional Development funds may not be used for the following:
 - a. Daycare expenses

- b. Internet access
 - c. Hardware
 - d. Consumables (i.e. paper, ink etc.)
 - e. Gym memberships
 - f. Resources intended for students' use
 - g. Transportation, accommodation and meals for regularly scheduled coursework at a local educational institution
 - h. Any other expense that may be deemed a taxable benefit by Canada Revenue Agency.
3. Gifting of money from one personal Professional Development account to another is not allowed.