



POLICIES AND PROCEDURES

PRINCE GEORGE DISTRICT TEACHERS' ASSOCIATION

(Revised Printing – November 2011)

PGDTA POLICIES AND PROCEDURES

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12.A.04 Sub-locals and the bargaining process

- a) Sub-locals shall have a bargaining contact person who is responsible for maintaining communication between the Bargaining Committee and the sub-local association.
 - b) Each sub-local shall hold a general meeting of its members on the same day as the P.G.D.T.A. General Meeting for the purpose of contract agreement ratification. The results of the vote taken at the sub-locals' meetings shall be passed to the Association President or designate and shall be incorporated into the Local Association's results to determine the final decision.
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12.B Professional Development Committee

12.B.01 References :

See Bylaws 4.01(c), 5.02(a)(b), 6.03 7.02, 8.06.

- consists of nine members.
- elected at the first General Meeting of the calendar year.
- members' term two years commencing February 1st of year elected.
- vacancies filled for balance of term by election at Staff Representative Assembly.
- chairperson elected by and from among members of committee.
- chairperson's term of office one year commencing February 1st of each calendar year.
- duties and responsibilities determined by General Meeting.

12.B.02 The powers and responsibilities of the Professional Development Committee shall be:

- a) to solicit from the membership, receive and research suggestions for changes to the Professional Development policies of School District #57 and of the Association,
- b) to make reports, submissions and recommendations to the Executive Committee, the Staff Representative Assembly and General Meetings regarding professional development in School District #57,
- c) to receive monthly reports of funding approvals from the fund administrator, and to participate in the approvals process in accordance with 12.B.10 and 12.B.11, below,
(SRA Jun /98)
- d) to establish and maintain liaison with school staffs, Local Specialist Associations and the Central Administration regarding professional development matters.
(SRA Jun/98)
- e) to allocate funding on a semester basis
(SRA Jun/99)

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f) to annually present to the Executive Committee, for its consideration and approval, a list of priorities to guide the Committee in its work, including the apportionment of funds to the various categories in the Teacher Professional Development Fund budget(s), and (SRA Jun/98)

g) to promote, plan, organize, facilitate, present and assist with professional development activities in schools, zones, and the district generally. (SRA Jun/98)

12.B.03 Principles of professional development

- a) The ultimate goals of any professional development programme are the improvement of student instruction and the educational effectiveness of schools.
- b) Professional development programmes should address a wide repertoire of teaching approaches and no one professional development programme should be viewed as offering a universal panacea for the improvement of instruction.
- c) An effective needs assessment process should be the starting point of any professional development programme.
- d) Effective professional development activities incorporate presentation and discussion, demonstration or modelling, practice, and practice with feedback.
- e) Decisions as to who is to provide professional development services should be made in consultation with the intended recipients of the services.
- f) Collegial support, on-site coaching, and on-site support should be available to each individual participating in an ongoing professional development activity.
- g) It is the responsibility of each teacher to make a continuing effort to develop professionally.
- h) Participation by teachers in professional development activities should be on a voluntary basis.
- i) The individual teacher should be given opportunities and time to pursue professional development objectives.
- j) Effective professional development requires the commitment of adequate resources, time and organizational support.
- k) The concept of teachers teaching teachers should be promoted in the provision of professional development programmes
- l) Pro-D funds cannot be accessed to support workshops intended to promote district and / or school initiatives, as this is in- service.

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12.B.04 **Out-of-district events: funding for individuals**

An application for funding to attend an out-of-district professional development activity:

- a) applications will be dealt with on a first come, first served basis after consideration of criteria in 12.B.05
(SRA Jun /07)
- b) will not be approved after the activity has taken place.
- c) shall be submitted on the appropriate form, provided by the Professional Development Committee and made available at the school or electronically.
(SRA Apr/06)
- d) shall include a copy of the event's advertising material or website information regarding all registration costs (e.g. brochure, letter, or advertisement in a publication).
(SRA Apr/06)
- e) shall contain other information to assist in the applicant selection process.
- f) will not be considered if the applicant has received PD funds for an out -of- district event in the previous 24 months, except where the funding received is less than \$500. In this case, the amount that was funded can be deducted from the new application.
(SRA Jun/99)
(SRA Apr/06)
- g) shall, following attendance at the event, be followed up by a written report (to be filed in the district for reference), and, upon request, a presentation to an LSA or other interested S.D.57 group.
- h) may be considered for travel beyond Alberta and B.C. However, expense reimbursements shall be limited to expenses that are generally incurred if travelling within that area.
- i) will not be considered if the applicant's sole or major purpose in attending the event is to help organize the event or make a presentation. The PGDTA expects event organizers to pay presenters' expenses.
- j) application must be received at least 5 working days prior to the event.

12.B.05 **Out-of-district events: applicant selection criteria**

- a) Applications, and the events to which they relate, shall be consistent with the Association's Principles of Professional Development (12.B.03, above).
- b) The following criteria, listed in order of priority, shall be used in deciding among applicants:
 - relevance to the applicant's current or proposed teaching assignment.
 - not previously funded (by this fund) for an out-of-district activity in the past 24

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months.

- limit of two applicants per school if applicants can show, a willingness to make cost-sharing arrangements, or demonstrate joint involvement in a PD project. See 12.B.05(d) regarding group applications.
- an applicant has recently been active in the affairs of an LSA or PSA, or in providing or promoting PD opportunities for colleagues.

(SRA Apr/06)

c) The maximum number of applicants who may be approved for any one out-of-district professional development activity shall be determined as follows:

- For a BCTF PSA activity: up to 6 from the main local, plus 3 from the sublocals, for a total of 9.
- For any other PD activity: up to 3 from the main local, plus 2 from the sub-locals, for a total of 5.
- For a BCTF Beginning Teachers' Conference, up to 6 from the main local, plus 4 from the sublocals for a total of 10.

(SRA Apr/06)

d) More applicants may be approved than the numbers specified above, where applicants are willing to share expenses in order to allow more than the normal number of applicants to attend an event. In such a case a "group application" may be made to the Professional Development Committee, indicating how expenses might be shared. Approved expenses will reflect those costs normally approved for the specified numbers of applicants for a conference. (Applicants should bear in mind that the costs of extra teachers-on-call will lessen the amount of funds available to group members to cover out-of-pocket expenses.)

(SRA Apr/06)

e) Applicants from the same school can be approved if the quotas referred to in 12.B.05(c) are not filled by the date referred to in 12.B.04(a)

(SRA Apr/06)

12.B.06 **Out-of-district events: reimbursement**

Reimbursement for expenses incurred by members in attending out-of-district events:

- a) shall be in the nature of a subsidy, rather than a grant to cover all costs.
- b) if the appropriate forms and receipts are received by the PD Fund Administrator no later than 30 working days after the event.

(SRA Apr 2006)

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- c) shall be limited to the following categories, at the indicated rates. Other expenses will not be reimbursed.
- registration fee — full cost minus any membership fees — original receipt required;
 - air travel — full cost (lowest available fare; Saturday night stay encouraged if this lowers the overall total of travel, accommodation and meal costs) — confirmation of cost and boarding pass required;
 - own automobile — 30 cents/kilometre — distances as per S.D.57 regulations;
 - ferry — full cost (regular passenger rates) — original receipt required;
 - accommodation (including Saturday night cost: see “air travel”, above) — full cost, with the following limitations:
 - ~ nights before and after an event may only be reimbursed if such accommodation is necessary ...
 - *to avoid travel at unreasonable times of the day or night
 - *to avoid having to travel on such tight timelines that the member might reasonably be concerned about being late for an event.
 - * to qualify for a lower fare, provided that the lower fare results in a lower total overall costs
 - ~ hotel — lowest of single government, corporate or convention rate — original receipt required
 - ~ private — \$30 per night
 - meals — per diem at BCTF rates
 - airport - hotel - airport transportation — full cost of bus, taxi or airporter service — receipts required;
 - car rentals must be approved in advance through the regular approval process and the Superintendent of Schools as per School District Policy 4133.1.4.2. In unusual circumstances, such as where an event is held in a city not served by regularly scheduled air service, and if no regular public transit connection is reasonably available, a lowest-rate car rental may be considered.

Note: All receipts must be originals. Facsimiles and photocopies are not acceptable.

(SRA Sept/00)

(SRA Mar/02)

(SRA Apr/06)

12.B.07 **In-district events: reimbursement of individual members**

- a) Application may be made for full or partial reimbursement of the registration fees of conferences and workshops held within S.D.57. However, depending on the nature of such events, applicants may be referred to sources of curriculum and other inservice funding, or to the Education Bonus funding referred to in the Collective Agreement. Funding may also be dependent upon agreements reached with event organizers, as described in 12.B.08(a), below. Organizational membership fees which form part of a registration fee will not be reimbursed.
- b) TOC costs where applicable
- c) Members of both PGDTA sub-locals may apply (in advance) for a fuel subsidy for travel to and from a professional development event in Prince George, of up to 30 cents per kilometre each way. (Car pooling is expected, where possible.)

(SRA Sept/00)

(SRA Nov/06)

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- d) Members of the sub-locals may also apply (in advance) for reimbursement of the costs of one night's stay, plus meals for each day of a professional development event in Prince George. The reimbursement will be limited to the lowest single (economy, promotional, conference, government or corporate) rate offered by the hotel. In the case of private accommodation, a gratuity of up to \$50 in total may be reimbursed.
(SRA Apr/2006)
- e) Members of the main local may apply (in advance) for reimbursement at the same rates as in "c" above for expenses incurred in attending professional development events in the sublocals.
- f) Members of both PGDTA sub-locals may apply (in advance) for meal reimbursement, at the same rates and under the same conditions as for out-of-district travel (12.B.06(b))
Note: All receipts must be originals. Facsimiles and photocopies are not acceptable.
- g) An application for funding for an in-district event will not be approved after the activity has taken place.
(SRA Mar/02)
(SRA Apr/06)
- h) Number of applicants to be approved for one event will be made by the PD Committee based on the in-district budget.
(SRA Apr/06)
- i) Applicants will only be funded once a year in addition to the zone or district conference
(SRA Apr/06)
- j) Applications must be received at least 5 working days prior to the event.
(SRA Apr/06)
- k) appropriate forms and receipts must be received by the Fund Administrator no later than 30 working days after the event.
(SRA Apr/ 06)

12.B.08 Special projects and events

- a) The Professional Development Committee shall support the work of School Staffs, Local Specialist Associations and other groups of PGDTA members, in their professional development activities.
- b) Major special projects are defined as those requiring more funding than \$10 per teacher participant.
- c) All funding requests must be submitted on the approved form.
- d) PGDTA members requesting funding for a major special project are required to submit a detailed written application to the PD Committee a minimum of 6 weeks prior to the proposed activity (to include time, place, audience, funding, etc.).

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- e) The application must include information regarding any funding support from other interest groups (e.g. school or district).
- f) No single group will normally be funded for more than one major project, program or event in any one year. (SRA Jun/99)
- g) types of assistance may include, but are not necessarily limited to:
- financial compensation should revenue from registration fees not be sufficient to cover conference costs,
 - repayable startup funds for a registration fee-supported professional development event,
 - funds to cover part or all of the costs of an in-district professional development event staged exclusively or primarily for PGDTA members,
 - funds to cover part or all of school-based professional development initiatives,
 - a grant to lower PGDTA members' registration fees for an "open" and/or regional or provincial professional development event, staged within the district.
- h) Approval will be in writing. (SRA Apr/06)

12.B.09 Honoraria for professional development activities

- a) The P.G.D.T.A. supports the principle of honoraria payments to members who provide requested professional development services to their colleagues, when such services are over and above those that might reasonably be expected of them in the course of their normal professional responsibilities.
- b) An honorarium may include the provision of release time for preparation and delivery, or other forms of compensation not necessarily involving direct monetary payments.
- c) A member should not be 'out-of-pocket' as a result of providing services.
- d) An honorarium should not include consideration for time for which the member is already being paid full salary.[12.B09]
- e) When a member is approached to provide professional development services, any agreement should be in writing, detailing the nature of the services and the terms and conditions under which they are to be provided, including any agreed upon honorarium.

12.B.10 Decision making processes

- a) The disposition of applications shall normally be made by the Fund Administrator in accordance with these policies and procedures and following any guidelines provided by the Committee.

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- b) The Fund Administrator shall refer non-routine applications, or matters not covered by these policies, procedures and the guidelines, to the full Committee, for advice or decision.
- c) The Committee may, at its discretion, amend decisions made by the Fund Administrator.

(SRA Apr/06)

12.B.11 Rights of appeal

- a) Members wishing to appeal decisions made by the fund administrator may appeal those decisions to a meeting of the Professional Development Committee. Applicants are encouraged to attend Committee meetings to make their appeals in person.
- b) Members wishing to appeal Committee decisions may appeal those decisions to the PGDTA Executive Committee, providing such information to the Executive as may be requested by either the Professional Development Committee or the Executive.

12.B.12 “District Day”

- a) The Committee shall work with other interest groups to organize an annual District or Zone Professional Development Day: a non-instructional day on which professional development activities are organized for the benefit of all district employees.
- b) The Committee shall set aside each year, within the Teacher Professional Development Fund, a “District Day” amount to fund, in full or in part as appropriate, activities whose participants are expected to include PGDTA members.
- c) Local Specialist Associations and other teacher groups shall be relied upon as the primary organizers of District Day activities, with logistical support from Board Office staff.
- d) Groups wishing to sponsor and/or organize District Day events to be paid for in whole or in part by the Teacher Professional Development Fund must obtain prior approval for their projected expenditures from the Fund Administrator under the directive of the District Day Planning Committee.
- e) Procedures for making payments from the Fund shall be negotiated between the Fund Administrator and the Finance/Accounting department of the Board Office.

(SRA Jun/98)

(SRA Mar/02)

(SRA Apr/06)