

NSTU/PSAANS

Article 60 Professional Development Fund

The Professional Development Committee meets the 4th Tuesday of each month, except for June and December, at which time the committee meets the 3rd Tuesday of the month, to consider requests under Article 60 of the Collective Agreement. Members are encouraged to contact their local's NSTU / PSSANS Article 60 Representative for assistance in completing an application.

It is the responsibility of the applicant to ensure they are using **the most up-to-date forms** and submitting all required information. The most current forms for Article 60 applications can be found on the TCRCE website under Pages – Article 60 Committee - Article 60 Apps.

Please send completed applications, with all required documentation, to:

Article 60 PD Committee

Tri-County Regional Centre for Education
79 Water Street, Yarmouth, NS B5A 1L4
E-mail: article60@tcrcce.ca
Phone: 902-740-5404

ARTICLE 60/PD COMMITTEE BUDGET (2023-24)

Tuition Reimbursement \$312,259
Conference Grants \$320,000
Educational Leaves \$65,000
In-Service Programs \$5,000
Substitutes (Conferences) \$50,000
Administration \$10,000

ARTICLE 60/PD COMMITTEE MEMBERS (2023-24)

Michelle Goreham – Teacher Clark's Harbour Elementary School
Krista Moore – Teacher Islands Consolidated School
Jason Murphy - Labour Relations Coordinator
Tracey Pothier - Coordinator of French Second Language
Raquel Thompson – Coordinator of Assessment and Evaluation
Natasha Yorke-Phillip – Psychologist

PD Committee Adjudicator: Trevor Cunningham-Regional Education Officer

NSTU/PSAANS

Article 60 Professional Development Fund

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Schedule PD Committee Dates for September 2023 – June 2024 (Subject to Change)

- Tuesday September 26, 2023
- Tuesday October 24, 2023
- Tuesday November 28, 2023
- Friday December 15, 2023
- Tuesday January 23, 2024
- Tuesday February 27, 2024
- Tuesday March 26, 2024
- Tuesday April 23, 2024
- Tuesday May 28, 2024
- Friday June 18, 2024

ARTICLE 60 REFERENCE PAGE

A. Who Qualifies for the Various Leaves?

Educational Leave of One Year (Sabbatical)	Permanent only with a minimum of five (5) years of service with the Regional Centre for Education. <i>*Must return for a minimum of two years</i>
Educational Leave of Less than One Year	Permanent, probationary, term <i>*Must return for twice the length of the leave</i>
Conference Grant	Permanent, probationary, term Long term subs for October Conference only
Tuition	Permanent, Probationary, term (must fall within contract start and end date)
In-Service	Permanent, Probationary, Term

B. Can you access Article 60 while on a leave?

Can I apply for If I am on this leave	Educational Leave	Conference	In-Service	Tuition
Unpaid Leave of Absence	No	No	No	No
Deferred	No	Yes	No	Yes
Maternity/Parental/ Adoption	No	Yes	No	Yes
Injury on Duty	No	Permission of Regional Executive Director (RED)	No	Permission of Regional Executive Director (RED)
Educational Leave	No	Yes	No	No
Sick Leave	No	Permission of Regional Executive Director (RED)	No	Permission of Regional Executive Director (RED)

NOTE:

- A member cannot receive reimbursement for the same event under two different funds, i.e. If you are requesting tuition reimbursement, you cannot receive expenses under a conference grant or educational leave for the same event.
- All leaves are based on availability of qualified substitutes.

C. CONFERENCE GRANTS

i. In Maritime Provinces

In Maritime Provinces Conference Grants are available to members for a conference, seminar, workshop, Educational Leadership Consortium Nova Scotia (ELCNS) or clinic held in Nova Scotia, New Brunswick, or PEI.

Submission Due Dates / PD Committee Review Dates

Month	Submission Dates	Committee Review Dates
September-June (Excluding June and December)	By the 3 rd Tuesday of the month	Meeting date on 4 th Tuesday of the month
June and December	By the 2 nd Tuesday of the month	Meeting date on the 3 rd Tuesday of the month

Completed Application Due	Reimbursement Date	Required Documents
September 5, 2023	Thursday October 5 2023	✓ Completed Application with Proof of Attendance ✓ Original Receipts
November 6, 2023	Thursday December 7, 2023	
April 23, 2024	Thursday May 23, 2024	

Completed Application Due Dates / Reimbursement Dates

Who can apply:

Permanent, Probationary, and Term Members

What is covered:

Members can be reimbursed **up to a maximum of \$2000** for the following costs associated with approved conferences. Reimbursement is **subject to prorating**.

- Conference Registration Fee (do not cover Association or Membership Dues)
- Travel
 - own vehicle meterage,
 - air fare,
 - ground transportation to and from the airport / conference location (Cab/UBER/Bus, etc.)
- Lodging
- Meals
- Parking
- ✓ Substitute costs will also be covered if required. The cost of the substitute is separate from the \$2000 limit for reimbursement.
- If you are travelling more than 400km one way (from the school site or your home, whichever is closer) you may request two additional travel days for dates only directly before and after the conference and when the conference falls on a regular school day – Monday to Friday.
- If attending a Conference venue ***held within the Tri-County Region***
 - Members are not eligible for overnight accommodations unless under exceptional circumstances that must be pre-approved by the PD Committee.
 - Members are eligible to claim travel only to the amount it would exceed normal travel to a members' normal work location.
 - Meals are not included.

If a conference is advertised after the June Article 60 PD Committee meeting, a NSTU/PSSANS member may still apply by email for conference grants up to 3 weeks prior to the date of the conference.

- There is no “carry over” for conference reimbursement, e.g. You must submit for reimbursement prior to the first deadline immediately following your conference. **If this deadline is missed, applications will not be carried over to the next payment period and members will not be eligible for reimbursement.**

ii. Out of Maritime Provinces

Out of Maritime Provinces Conference Grants are available to members for a conference, seminar, workshop, or clinic held outside of Nova Scotia, New Brunswick, or PEI.

- Members limited to one (1) Out of Maritime Province Conference per Fiscal Year **(April 1-March 31)**

Submission Due Dates / PD Committee Review Dates

Month	Submission Dates	Committee Review Dates
September-June (Excluding June and December)	By the 3 rd Tuesday of the month	Meeting date on 4 th Tuesday of the month
June and December	By the 2 nd Tuesday of the month	Meeting date on the 3 rd Tuesday of the month

Completed Application Due Dates / Reimbursement Dates

Completed Application Due	Reimbursement Date	Required Documents
September 5, 2023	Thursday October 5 2023	✓ Completed Application with Proof of Attendance ✓ Original Receipts
November 6, 2023	Thursday December 7, 2023	
April 23, 2024	Thursday May 23, 2024	

Who can apply:

Permanent, Probationary, and Term Members

What is covered:

Members can be reimbursed up to a maximum of \$3000 for the following costs associated with approved conferences. Reimbursement is **subject to prorating**.

- Conference Registration Fee (do not cover Association or Membership Dues)
 - Travel
 - own vehicle meterage,
 - air fare,
 - ground transportation to and from the airport / conference location (Cab/UBER/Bus, etc.)
 - Lodging
 - Meals
 - Parking
- ✓ Substitute costs will also be covered if required. The cost of the substitute is separate from the \$3000 limit for reimbursement.
- If you are travelling more than 400km one way (from the school site or your home, whichever is closer) you may request two additional travel days for dates only directly before and after the conference and when the conference fall on a regular school day – Monday to Friday.

iii. On-Line

On-Line Conference Grants are available to members for a conference, seminar, workshop, webinar, etc.

Submission Due Dates / PD Committee Review Dates

Month	Submission Dates	Committee Review Dates
September-June (Excluding June and December)	By the 3 rd Tuesday of the month	Meeting date on 4 th Tuesday of the month
June and December	By the 2 nd Tuesday of the month	Meeting date on the 3 rd Tuesday of the month

Completed Application Due	Reimbursement Date	Required Documents
September 5, 2023	Thursday October 5 2023	✓ Completed Application with Proof of Attendance ✓ Original Receipts
November 6, 2023	Thursday December 7, 2023	
April 23, 2024	Thursday May 23, 2024	

Completed Application Due Dates / Reimbursement Dates

Who can apply:

Permanent, Probationary, and Term Members

What is covered:

Members can be reimbursed **up to a maximum of \$1500** for the following costs associated with approved conferences. Reimbursement is **subject to prorating**.

- Conference Registration Fee (do not cover Association or Membership Dues)
- Substitute costs will also be covered if required. The cost of the substitute is separate from the \$1500 limit for reimbursement.
- If a conference is advertised after the June Article 60 PD Committee meeting, a NSTU/PSSANS member may still apply by email for conference grants up to 3 weeks prior to the date of the conference.
- There is no “carry over” for conference reimbursement, e.g. You must submit for reimbursement prior to the first deadline immediately following your conference. **If this deadline is missed, applications will not be carried over to the next payment period and members will not be eligible for reimbursement.**

The Professional Association Conference – October of each year

There is a slightly different process when applying for the October Conference.

- Members will only be reimbursed expenses for NSTU or PSAANS sponsored conferences on the provincial conference day.
- Members only must complete the Conference Grant application.
- **Only approval of your supervisor is required**, and it does not need to be submitted to the PD Committee prior to attending.
- If you are classified as a long-term sub prior to the conference, you can apply to attend and be reimbursed.

D. TUITION REIMBURSEMENT

Tuition reimbursement is available to members who take courses for the purpose of improving their classroom effectiveness or upgrading their professional qualifications, such as courses for a Masters, NSILA, 200 hr. Yoga course, Aspiring Leaders Program, certifications, etc.

Note: 200 hr. Yoga course and Aspiring Leaders Program is equivalent to one credit; other programs/courses will be considered on an individual basis.

Course Taken and Completed Dates	Completed Application Due Date	Reimbursement Date	Required Documents
May 1 - August 31	September 15, 2023	Thursday October 12, 2023	✓ Complete Application with Transcript
September 1 - December 31	January 15, 2024	Thursday February 15 2024	
January 1 - April 30	May 15, 2024	Thursday June 20, 2024	✓ Official Receipts

Who can apply:

Permanent, Probationary, and Term Members

- For Term Members, the course must fall within their contract start and end date.

What is covered:

Members can claim a maximum of two Full Credit or four Half Credit courses within the three (3) payment periods per fiscal year (April 1 to March 31).

➤ Maximum claimable:

- Half Credit Courses: \$1200.00
- Full Credit Course: \$2400.00

Reimbursement is **subject to prorating**.

➤ What is covered:

- Tuition,
- Technology Fees,
- Books,
- Student Fees

▪ There is no “carry over” for tuition reimbursement.

- ❖ Example - your course finished on March 25th so you must submit for reimbursement prior to May 30th. **If this deadline is missed, you will not be reimbursed.**

NOTE: If you receive an Educational Leave, you cannot apply for Tuition Reimbursement for the same program.

E. EDUCATIONAL LEAVES

i. Less than 1 YEAR

Educational leaves of less than 1 YEAR are available to members for the purpose of classroom visitations, observations, job shadowing, and/or mentoring. These leaves must focus on the member's professional development. This does not cover things such as curriculum development or transition planning.

Application Deadlines:

Month	Application Due Date
September- November	3 rd Tuesday of month
December	2 nd Tuesday of the month
January-June	3 rd Tuesday of the month

Who can apply:

- Permanent, Probationary, and Term Members

NOTE: Members must return for twice the length of the leave

What is covered:

- Substitute costs only

*If an NSTU/PSSANS member who does not have a probationary or permanent contract receives a term, probationary, or permanent contract after the June deadline, they may still apply by fax or email for educational leaves up to 3 weeks prior to the date of the educational leave

NOTE: If you receive an Educational Leave, you cannot apply for Tuition Reimbursement for the same program.

ii. ONE YEAR (SABBATICAL)

Educational Leaves of one year are available to members for professional development, research, and study. The Educational Leave will be awarded based on the value of the leave to the Tri-County Regional Centre for Education, the school, the individual member, and the students. The committee will review complete applications and interview applicants. A more detailed description of the application process and application expectations, and educational leave guidelines are available in the Educational Leave Application Form.

Application Deadline:

February 15 th of current school year PRIOR to the Educational Leave

Who can apply:

- Permanent members with a minimum of 3 years of service with the TCRCE

Requirements:

Access the Educational Leave of One Year application form for more detailed information. Your application must include the following:

- List/description of professional activities
- Seniority
- Confirmation of acceptance to program
- Detailed description of program and its relationship to the Region's priorities and benefit to you as an educator
- Detailed resume/curriculum vitae
- Letter of approval to be absent from teaching duties from the director of Human Resources
- Letter of reference from direct supervisor
- Applicants will also be interviewed.

Applications are required to:

- Return for a minimum of 2 years after the educational leave.
- Be a full-time student during the educational leave.
- Provide proof of completion.

What is covered:

- Substitute costs only

PLEASE NOTE: Under the terms of the provincial collective agreement, "a teacher on Educational Leave (Sabbatical) shall not be eligible for a Professional Development Grant (Credit Course Reimbursement)" (60.39).

[Review the pages 8-9 below for information and requirements for One Year Educational Leave.](#)

EDUCATIONAL LEAVE APPLICATION GUIDELINES

All applications must be submitted for approval to be absent from teaching duties to:

Director of Human Resources

Tri-County Regional Centre for Education

79 Water Street Yarmouth, Nova Scotia B5A 1L4

Deadline: The deadline for applications for Educational Leaves of one year for the following school year is February 15th of the current school year.

Application Guidelines: In your application, include appropriate information areas A – F.

Applications that do not include all the information described in sections A through F are incomplete and will not be considered.

A) Professional Activities – (Maximum 10 pts)

Please list/describe PD activities under the following headings:

- Department of Education initiatives
- Tri-County Regional Centre for Education initiatives
- NSTU/PSAANS activities
- School-related activities
- Other highlights of your professional career

B) Seniority – Tri-County Regional Centre for Education (Maximum 10 pts)

- 3 - 10 years (6 pts)
- 11 - 19 years (8 pts)
- 20 or more years (10 pts)

C) Preparation and Planning – (Maximum 10 pts)

- Confirmation that application has been made to a program of choice. If official confirmation is not available, an explanation must be provided. (3 pts)
- A detailed description of the Program applied for and its relationship to the Region's priorities and its benefit to you as an educator. Further explanation can be provided at the time of the interview. The accessibility of the program to which the applicant is applying may be a consideration determining applicant priority (i.e., Online availability, part-time availability, location, etc.). (7 pts).

D) Detailed resume or curriculum vitae.

E) Letter of approval to be absent from teaching duties from the director of Human Resources.

F) Letter of reference from direct supervisor.

G) Interview – (Maximum 10 pts)

EDUCATIONAL LEAVE APPLICATION (SABBATICAL) CRITERIA

1. These criteria apply to the 2023-2024 year only.
2. The teacher shall have completed three (3) years of consecutive service with the Regional Education Centre prior to commencing Educational Leave, as a permanent teacher.
3. The proposed program of study must meet one or more of the Regional System Improvement Priorities to be eligible for an educational leave of one year.
4. The successful applicant must carry an acceptable full-year program as certified by the Registrar of the University, in the Educational Leave year of study or such alternate proposal as approved by the Committee. The accessibility of the program to which the applicant is applying may be a consideration when determining applicant priority (i.e., Online availability, part-time availability, location, etc.). Priority will be given to programs that cannot be completed on a part-time basis.
5. The teacher granted leave shall immediately upon expiration thereof, return to the employ of the Regional Centre for a period of not less than two (2) years.
6. Applicants must take a full course load while on educational leave. As a rule, a full course load consists of ten (10) courses/thirty (30) credit hours or equivalent.
7. Each successful applicant must confirm his/her intention to accept the award by April 15, 2023.
8. The successful applicant is responsible to demonstrate success in his/her program of studies by submitting proof of program completion to the committee upon return in September.
9. Any change in plans after application approval, including the program of studies, must be approved by the Professional Development Fund Committee.
10. If a successful applicant fails to meet the criteria as laid forth in the Educational Leave Guidelines, the situation shall be referred to the Regional Education Director, for review.
11. If a successful applicant decides not to accept the Educational Leave, the Committee will select alternate candidates from the other applications. The selection of the alternate candidates will be based on the program priorities of the Regional Centre for Education.
12. The Committee reserves the right to reject/accept any proposed changes to the program of studies as originally approved.
13. Interviews will be held in March.
14. All successful applicants and alternates shall be notified of the decision of the committee no later than March 31.
15. Teachers who have been granted an Educational Leave of one year will be ineligible to receive an educational leave for the next five (5) school years.
16. The Professional Development Fund Committee reserves the right to accept/reject any application(s).
17. Applications that do not include the information described in all sections A through F of the applications guidelines are incomplete and the applicant will not be eligible for an interview or the educational leave of one year.
18. Deadline for applications is February 15th at 11:59 p.m. Any application received after the deadline will not be considered. There will be no exceptions. Applications must be submitted to: Article 60 Committee, Tri-County Regional Centre for Education 79 Water Street Yarmouth, Nova Scotia B5A 1L4

F. IN-SERVICE EDUCATION GRANTS

The Committee may authorize expenditures to help with costs involved in member-initiated or school-based in-services. The focus of the in-service must be based on member professional development.

Application Deadlines:

Month	Submission Dates	Committee Review Dates
September-June (Excluding June and December)	By the 3 rd Tuesday of the month	Meeting date on 4 th Tuesday of the month
June and December	By the 2 nd Tuesday of the month	Meeting date on the 3 rd Tuesday of the month

Who can apply?

- Permanent, Probationary, and Term Members

What is covered?

- Cost of guest speaker (travel, lodging, meals, fee/honorarium)
- Meterage for guest speaker
- Other (must be itemized for pre-approval)
- Members who travel to in-services, which are held at a place other than the teacher's normal place of work, shall be paid travel if the member travels a greater distance than the normal daily workplace travel.

*Meal allowances **will not** be paid to members who attend in-services in the Tri-County Region.

When applying for an in-service grant, **all** NSTU/PSSANS members who plan to attend must fill out and submit an In-service Grant form and their anticipated expenses (such as meterage if the in-service is at a site other than their normal place of work). One person will also submit all the additional required supporting documentation, which includes:

- A detailed outline of the In-Service
- An outline of how the In-Service relates to one or more of the following:
 - ✓ Professional Growth Plan (PGP)
 - ✓ System Improvement Plan (SIP)
 - ✓ Public School Program (PSP); or
 - ✓ Student Success Plan (SSP)
- An outline of the impact of the In-Service on the teachers, peers, and students
- A list of names of ALL NSTU/PSSANS members attending the In-service
- A list of anticipated costs