

## Personnel And Employee Relations

### Administrative Procedure #308 Professional Development Activities and Graduate Program Support

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#### Purpose

This Administrative Procedure establishes guidelines for professional learning activities including:

- professional development activities such as conferences and workshops; and
- graduate and credential programs including university coursework and leadership certification programs.

Professional learning must demonstrate benefit to Thrive Elementary School and align with professional standards and organizational priorities.

#### Definitions

##### Professional Development Activities

Professional development activities include conferences, workshops, seminars, training sessions and other short-term professional learning opportunities that do not result in a formal academic credential.

##### Graduate and Credential Programs

Graduate and credential programs include university coursework or academic programs that lead to a formal academic credential such as:

- graduate certificates
- graduate diplomas
- master's degrees
- doctoral programs
- leadership certification programs

##### Professional Development Activities

##### Conferences, Workshops and Seminars

1. Staff participation in conferences, workshops and seminars must have a direct relationship to the employee's position and responsibilities.
2. Attendance must provide benefit to Thrive Elementary School or the Society.
3. Requests to attend professional development events shall:
  - a. be submitted to the employee's immediate supervisor;
  - b. normally be submitted at least one month prior to the event; and

- c. include information regarding purpose, relevance and estimated costs.
4. Approval to attend professional development events is:
  - a. granted by the employee's supervisor or designate; and
  - b. subject to available budget.

### **Professional Development Expenses**

Approved professional development activities may include reimbursement for:

1. Regular salary only (in the case of school staff), with no overtime or weekend allowance.
2. Registration fees for approved events.
3. Travel expenses including:
  - a. airfare or other approved travel method; or
  - b. mileage reimbursement when personal vehicles are used.
4. Mileage reimbursement shall be paid at the rate approved by the Board or consistent with Canada Revenue Agency guidelines.
5. Employees using personal vehicles for professional travel must maintain a minimum of \$1,000,000 third-party liability insurance.

### **Meal Allowances**

Meal allowances may be reimbursed when travel occurs outside normal working hours.

Current meal allowances are:

- Breakfast – \$20.00
- Lunch – \$25.00
- Dinner – \$30.00

These allowances apply when travel occurs during the following times:

- Breakfast – departure before 7:30 a.m. or return after 7:30 a.m.
- Lunch – departure before 1:00 p.m. or return after 1:00 p.m.
- Dinner – departure before 6:30 p.m. or return after 6:30 p.m.

Meal allowances may be adjusted periodically by administrative directive.

## **Accommodation Expenses**

When overnight travel is required, reasonable accommodation expenses may be reimbursed.

Receipts must be provided for accommodation expenses.

Employees should select economical accommodation options whenever possible.

## **Graduate And Credential Programs**

The Society may support staff pursuing graduate or credential programs where such programs benefit the school or Society.

### **Eligibility**

1. Applications must demonstrate a direct relationship to:
  - a. the employee's role; or
  - b. the operational needs of Thrive Elementary School.
2. Applications must demonstrate benefit to the school or Society.
3. Requests shall be submitted to the Superintendent for review and approval.

## **Leadership Certification And Leadership Graduate Programs**

The Society prioritizes professional learning that supports leadership certification or leadership development within the school.

Examples may include:

- Master's degrees
- Doctoral programs
- Leadership diplomas or certificates

When approved:

- a. tuition and required course materials may be supported at up to 100% of costs, subject to available budget;
- b. technology, travel and other indirect costs are not eligible unless specifically approved.

## **Other Graduate Or Credential Programs**

Staff may apply for support for credentialed graduate programs or, in some cases, bachelor programs where benefit to the school is demonstrated.

Where approved:

- a. tuition and required course materials may be supported at up to 50% of costs;
- b. other associated costs are not eligible unless approved in advance.

### **Successful Completion Of Courses**

1. Financial support provided by the Society for graduate or credential programs is contingent upon the successful completion of the approved course or courses.
2. Successful completion normally requires the employee to achieve a passing grade or other successful standing as determined by the post-secondary institution.
3. Employees receiving financial support must provide documentation confirming successful completion of the course. Acceptable documentation may include:
  - a. an official transcript;
  - b. a grade report issued by the institution; or
  - c. other documentation issued by the institution confirming successful completion.
4. Documentation confirming successful completion must be submitted to the Superintendent or designate within a reasonable period following completion of the course.
5. Where a course is withdrawn, abandoned, or not successfully completed, the employee may be required to reimburse the Society for any financial support provided for that course unless otherwise approved by the Superintendent.

### **Financial Limits**

The Superintendent may establish annual funding limits for professional learning and graduate program support in order to ensure equitable access and responsible financial management.

### **Return-Of-Service Requirement**

Employees receiving financial support for graduate programs or leadership certification must agree to a return-of-service commitment.

1. Employees must remain employed by the Society for two years following completion of the supported program.
2. If an employee voluntarily leaves employment prior to completing the return-of-service period, the employee must reimburse the Society for financial support received.
3. Repayment may be prorated based on the portion of the return-service period completed.

## Final Authority

The Superintendent retains final authority for approval and administration of professional learning support under this procedure.

Effective: March 18, 2026

Review Cycle: Every 3 Years

## Appendix A: Graduate Program Tuition Support Agreement

### Thrive Elementary Charter School Society

This Agreement confirms the conditions under which Thrive Elementary Charter School Society (the "Society") will provide financial support for graduate level coursework or credential programs in accordance with Policy #308 – Professional Learning and Professional Development and Administrative Procedure #308 – Professional Development Activities and Graduate Program Support.

### Employee Information

Employee Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Program of Study: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Program Start Date: \_\_\_\_\_  
Expected Completion Date: \_\_\_\_\_

### 1. Approval of Program

The Society has approved the above graduate or credential program as being beneficial to the professional responsibilities of the employee and to the operational needs of Thrive Elementary School.

Funding approval is subject to the terms and conditions outlined in this Agreement and the provisions of Policy #308 and Administrative Procedure #308.

### 2. Eligible Financial Support

Subject to available budget and approval by the Superintendent, the Society may provide financial support for the following eligible expenses

- Tuition for approved courses
- Required textbooks
- Mandatory course materials

Technology, travel, accommodation, internet services, or other indirect expenses are not eligible unless specifically approved in advance.

### 3. Successful Completion Requirement

Financial support provided under this agreement is contingent upon successful completion of approved courses.

The employee agrees to provide documentation confirming successful completion of each supported course. Acceptable documentation may include:

- an official transcript
- a grade report issued by the institution
- other official documentation issued by the institution confirming successful completion

If a course is withdrawn, abandoned, or not successfully completed, the employee may be required to reimburse the Society for any financial support provided for that course unless otherwise approved by the Superintendent.

#### **4. Return-of-Service Requirement**

In consideration of the financial support provided by the Society, the employee agrees to remain employed by Thrive Elementary Charter School Society for a minimum of two (2) years following completion of the supported program.

#### **5. Repayment Obligation**

If the employee voluntarily leaves employment with the Society prior to completing the required two-year return-of-service period, the employee agrees to reimburse the Society for financial support received.

Repayment will be calculated on a prorated basis reflecting the portion of the return-of-service period that has not been completed.

#### **6. Acknowledgement**

By signing this agreement, the employee confirms that they:

- understand the conditions of financial support for graduate study
- agree to comply with Policy #308 and Administrative Procedure #308
- accept the successful completion, return-of-service and repayment conditions described above

Employee Signature:

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Date:

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Superintendent Approval:

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Date:

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