

# SEINE RIVER TEACHERS' ASSOCIATION

Professional Fund Guidelines (effective September 1, 2025 – August 31, 2026)



## Overview

1. Commencing on the first day of each school year the Seine River School Division shall provide payment on an annual basis to the Seine River Teachers' Association to establish a Professional Development Fund for individual professional development for teachers of the division. The amount agreed to by the parties shall be \$100,000 in 2025/2026.
2. The SRTA PD Development Fund is intended to stimulate individual and collaborative, personal professional growth, and provide financial assistance for as many Local members as possible.
3. It is recognized that this development will be of the kind that is beneficial to the Local member within the realm of public education.
4. It is also recognized that Local members use the most economical means to spend Professional Development funds (e.g., attending an in-area conference, rather than the same one out-of-area).

## Fund Distribution

Professional Development funds are divided into five categories. When applying, please note that the conclusion of the PD event indicates the applicable term. The PD Committee reserves the right to redistribute funds between categories after January 1, 2026, and to add surplus funds to categories at any time.

Category	Funds Available	Notes	School/ Workplace Limits*
In-Area/Webinars	\$50,000	Applications accepted beginning September 2, 2025	4 per school/workplace; 6 for schools > 300 students & Division Office
Out-of-Area			2 per school/workplace; 3 for schools > 300 students & Division Office
University Courses	\$15,000	Applications accepted beginning September 2, 2025	
Indigenous, Reconciliation and Treaty Education	\$5,000	Applications accepted beginning September 2, 2025	
Group Projects/ Other	\$5,000	Applications accepted beginning September 2, 2025, until February 28, 2026	2 per school/workplace; 3 for schools > 300 students
SAGE Events	\$5,000	No application required; receipts accepted between MTS PD Day and January 1, 2026	
Substitute Costs and Administration	\$20,000	For substitute costs and costs related to administering the fund	

\* Per PD conference/event; Clinicians/consultants/directors are deemed to be a part of the Division Office workplace.

## Summary of Categories

**In-Area/Webinars:** PD opportunities that occur within 100 km of the boundaries of the Seine River School Division. These are typically conferences taking place in Winnipeg.

- \$800 accessible per member, per school year.
- Allowable expenses limited to registration costs and substitute costs for day(s) at event, if applicable.
- Optional article for newsletter (maximum one page).
- Members cannot access Out-of-Area or University Courses funding in same school year.
- Webinars are professional learning opportunities similar to a workshop or conference that one might attend as In-Area. Online courses should be applied for as University Courses.

**Out-of-Area:** PD opportunities that occur further away than 100 km from the SRSD boundaries. In general, these are PD opportunities that are unique in nature and are not something that can be found locally.

- \$2400 accessible per member, per two school years.
- Allowable expenses limited to registration costs, travel costs (including kilometrage if applicable), accommodations on days of PD plus one day before OR after PD, meals (\$95 per diem) on days of PD event, and substitute costs for day(s) at event, plus one additional day before OR after PD, if applicable.
- Requires member to submit travel manifest to Division for insurance coverage (provided by Division).
- Requires article for newsletter (maximum one-page).
- In the event that a member's travel is affected by a delay or cancellation, the member is responsible for all costs. The fund will not cover additional costs (per diem, accommodation, substitute coverage, etc.).
- Members cannot access In-Area or University Courses funding in same and following school year.

**University Courses:** Courses being offered at local and international accredited programs. These can be attended in-person or through distance education programs.

- \$1000 accessible per member, per school year.
- Allowable expenses limited to tuition costs only associated with completing courses, as billed by the university; university extended health and/or dental plans, library and other fees are not covered; textbook and material costs not covered; costs related to defending a master's thesis not covered; substitute costs not covered.
- Requires article for newsletter (maximum one-page).
- Members can only apply for one course per application.
- Members cannot access In-Area or Out-of-Area funding in same school year.

**Indigenous/Treaty/Reconciliation Education:** PD opportunities that enhance a member's understanding of topics related to Indigenous education, treaty education, and/or reconciliation.

- \$400 accessible per member, per school year.
- Allowable expenses limited to professional materials, workshop/registration costs, kilometrage, substitute costs, and honorariums for Indigenous elders and knowledge keepers (\$200 per session). No costs related to purchase of materials for student use will be covered.
- If an elder or knowledge keeper is being brought in for a session, we encourage members to communicate with the SRSD Indigenous Education Consultant for guidelines related to meetings with elders or knowledge keepers.
- Members can access this category regardless of whether they have accessed other categories of funding.

**Group Project:** Collaborative PD opportunity that involves at least three SRTA members. Members can be at same school, or in different schools. These projects are generally on a theme that is common across grade levels or job assignment (i.e. resource teachers).

- \$500 accessible for each of two groups for schools under 300 students; \$500 accessible for each of three groups for schools with 300 students or more. (Committee discretion for multi-school groups).
- Allowable expenses limited to professional materials, workshop costs, speaker costs (except honorariums), registration costs, and meals (actual cost); no costs related to purchase of student materials will be covered
- Food costs are up to a maximum of \$31 per person per day, and a total maximum of \$186.
- Up to two days of substitute costs covered per participating member for meetings, workshops, and/or classroom visits pertaining to collaborative learning (co-teaching, observing, etc.).
- Requires article for newsletter (maximum one-page).
- Funds for Group Projects are guaranteed until March 1.
- Part-time teachers should contact PD chair prior to taking part in activity.

**Other:** A flexible category that allows members to present new ideas that do not fit into the above categories. The purpose is to allow for the PD Fund to grow and evolve in ways that accommodate and encourage professional collaboration and development. Formerly “Classroom Visits”, this category can include the opportunity to travel to another school to observe the teaching practices of a colleague, which would not need to be within SRSD.

- Members are encouraged to formulate a proposal which the PD Committee will evaluate. Sub costs may be considered as part of the funding dollar value permitted (unlike other categories), such as with classroom visits.
- Members should apply with more than the standard ten days’ notice prior to commencing the project, if possible, to allow the committee time to consider this new type of application.

**SAGE Events:** For events that occur on the annual Manitoba Teachers’ Society Professional Development Day in October. Members do not have to apply for approval prior to event, but proof of payment for the event must be provided as part of the typical evaluation process.

- Event must be from a SAGE group as identified by the Manitoba Teachers’ Society.
- Maximum reimbursement of \$50 per member. Members are required to submit receipt of payment and must complete SRTA PD Fund Evaluation.
- Members can access this category regardless of whether they have accessed other categories of funding.

## Items Excluded from Funding

- Applications through a second party
- Payment for late fees
- Membership fees (exception when bundled into costs related to SAGE Events)
- Release time for supervisory duties
- Release time for presenting a workshop/session
- Course/workshop materials (exception for Group Projects only)
- Entertainment venues offered outside the scope of the conference
- Child/dependent care
- Administration-initiated professional development
- School-wide PD activities
- Mandatory PD
- Alcoholic beverages
- Meal and travel costs for In-Area PD events, University Courses
- Cancellation costs (except for registration cancellation costs for event cancelled by event organizer)
- Speaker honorariums (allowable in Indigenous/Reconciliation/Treaty Education category only)

## Eligibility

1. Members are eligible to access funds if they are an Active Member in Good Standing, eligible to participate in the Political Processes of the Local, as per the SRTA Constitution and Bylaws.
2. Members who are employed under a Teacher-General (permanent) contract have equal access to the funds, except for members who are on leave from their position, who have access to funds in all categories except for Out-of-Area.
3. Members who are employed under a Limited Term contract have access to funds in the following categories: In-area/Webinar, Group Projects, Indigenous/Reconciliation/Treaty, Other, SAGE Events.
4. Applications for the PD event, and attendance at the PD event, need to occur while the member is employed by the Division as per their contract.
5. If a member’s contract is terminated prior to their attendance at an approved PD event, they must notify the PD Chair no later than five (5) days prior to the PD session with details. The PD Committee will review the details (as told to the PD Chair by the member) and inform the member, through the PD Chair, of their eligibility to access funds.
6. For the purposes of this fund, if a member on a Limited Term contract provides proof of employment for the following school year, their employment is deemed continuous over the summer break, and as such, can be approved for events taking place in July and August.

## Steps for Accessing SRTA PD Funding (all categories except for SAGE Events)

1. Approach your principal/supervisor well ahead of the professional development activity and ask that a substitute be made available, if applicable. Such release is subject to a substitute being available.
2. Visit the SRTA website at <https://www.srta.ca> and access the **PD** section (<https://www.srta.ca/PD>).
3. Complete and submit the online form on the website, at least ten school days prior to the event.
  - o The PD committee reviews the applications, and the PD Chair will contact you regarding the status of your application.
4. Attend your PD activity and maintain all original receipts necessary for reimbursement.
5. Within 20 school days of the activity:
  - a. complete the online Evaluation Form;
  - b. write an article for the newsletter, if applicable, and attach it to Evaluation Form; and
  - c. scan all original receipts necessary for reimbursement and attach it to Evaluation Form.

*Note: if file attachment does not work, please email receipts and article to [pdchair@srta.ca](mailto:pdchair@srta.ca).*

## Accessing Funds

### A: Individual Applications

- Each member can access a maximum of **\$800.00** of PD funds per year for In-Area/Webinar PD, **OR \$1000.00** of funds for University Course PD, **OR \$2400.00** of PD funds per two years for Out-of-Area PD, based on the criteria outlined in the Summary of Categories. In addition to this, members can access the Indigenous/Reconciliation/Treaty Education, Other, and SAGE Events categories.
  - o If a member accesses Out-of-Area PD funding, regardless of the total amount of the application, the member is prohibited from accessing In-Area/Webinar and/or University Course funds for the following school year.
  - o Once an application for In-Area or University Course funding has been accepted and approved, a member is prohibited from accessing Out-of-Area funding until the following school year. If the event has not yet occurred, a member can withdraw their approved application for In-Area/Webinar and/or University Course events, after which they can access Out-of-Area funds.

### B: Group Project Applications

- Local members may apply for up to \$500 of Group Project funding based on the criteria outlined in the Summary of Categories.
- Group projects may encompass Local members from one workplace or many workplaces. However, the workplace to which the applying member belongs will be the workplace at which the group project is based.

## Application Process

- All applications will be considered in order of receipt, based on the timestamp of when the application is received via email.
- All funding is conditional to available funds. If surplus funds become available through the course of the school year, SRTA members will be notified via the SRTA email distribution list.
- The PD application form must be submitted a minimum of ten (10) school days prior to the PD activity. An exception to the ten-day rule will be made for the first two weeks of the school year.
- Applications will not be processed retroactively. Applications may be placed in a queue (based on order of receipt) for processing after submission dates have expired.
- Members are responsible for the payment of their own registration and to make their own travel arrangements. In cases where PD registration is being paid by the school, members need to notify the SRTA PD Chair of this arrangement so that reimbursement can be given to the correct recipient.

## Reimbursement of Expenses

- Evaluations must be completed for all claims prior to reimbursement.
- Events in the Out-of-Area, University Courses, and Group Project categories require an article for the SRTA newsletter to be submitted with the evaluation form prior to reimbursement.
- Failure to complete requirements for reimbursement will cause member to be ineligible for further funding.
- Scanned or physical original receipts are required for all claims. When scanned, images need to be clear and easy to read (PDF preferred).
- Members must submit claims no later than 20 school days after the event has occurred; unclaimed funds will be returned to the PD fund after this date.
- Amounts reimbursed for tuition fees are not eligible for tuition rebates as per CRA guidelines.
- Reimbursements will be provided as per SRTA Policy I.
- Reimbursements will be conducted in a timely manner. Due to the nature of the process, reimbursements can take up to four weeks to be completed.

## Article Guidelines

- Articles must include the title of the event, dates, names of any other participants (group), and facilitator of the event.
- Articles should be no less than 250 words long, and should provide:
  - a description of the event and topics covered
  - an application to your professional development
  - a critique of event for future reference
- Members are welcome to submit pictures with their articles.
- Articles require member's name on the document.
- Members need to be aware that the articles are included in the SRTA newsletter, which is publicly available on the SRTA website.

## Cancellation of Event by Organizer of Event

- If an event is cancelled by the organizer of the event, the member is required to notify the PD Chair of the cancellation as soon as they are made aware.
- If cancellation occurs more than one day in advance of the event, substitutes need to be contacted by the member and told that their services are not required. In cases such as these, members who do not cancel their substitute for the day will be billed for the costs of the substitute.
- If cancellation occurs on the day of the event, the PD Committee will review the details of the cancellation (as reported to the PD Chair by the member) and inform the member, through the PD Chair, of their status after event cancellation.
- In the event of cancellation, the PD fund will not cover the costs of airplane travel. Members are encouraged to purchase flight cancellation insurance or a fare which allows for a refund or travel credit in the event of cancellation.
- If a refund for registration is issued by the event organizer, member is required to notify the PD Chair.

## Failure to Attend Event by Applicant

- Members are expected to take all actions necessary to attend the PD events they are approved for.
- In the event of illness, family emergency or other situation which prevents member from attending the event, member must notify the PD Chair within five (5) days of the PD session with details about the missed event.
- The PD Committee will review the details of the failure to attend (as told to the PD Chair by the member) and inform the member, through the PD Chair, of their status after failure to attend the PD event.
- Should a member drop a University Course for which they had been previously approved, the member shall notify the PD Chair and shall consider their original application void. In such a case, a member would have to re-apply for a different University course occurring in the same or future term.

## Implementation of the Fund

- The fund shall be administered by the Local's Professional Development committee.
- At the end of each school year, the Local will present a detailed report to its members and the board on the use of the funds.
- The board will consider carry forward amounts upon the submission of a formal request by the Association, as per the Collective Agreement.
- Before September 30, the Local will make a formal request to the board to carry over any surplus funds in the PD account to the following year.

## Appeals

- If any decision by the PD Committee is deemed unsatisfactory by the member upon which the decision has been made, the member has the right to appeal the decision back to the PD Committee for further review. An appeal should be accompanied with detailed reasons on why the member has deemed the decision unsatisfactory.
- The PD Committee will reconsider an application under appeal and issue a further decision, which will be communicated to the member via the PD Chair.
- If the member is still not satisfied after the committee decision after appeal, they can appeal to the SRTA president. The SRTA president will then review the original decision and the appeal and issue a decision, which will be deemed the final decision of the Local.

## The SRTA PD Committee

It is the mandate of the SRTA PD Committee to allocate the SRTA PD funds. The committee to supervise the disbursements of this fund shall be no fewer than five (5) members, exclusive of the SRTA president and chair of the Professional Development committee. The committee chair shall endeavor to ensure the composition of the committee includes members from a variety of roles.

In terms of the approval process, the SRTA PD Committee chair and the SRTA president are non-voting members of this committee. Of the committee members eligible to vote, 50%+1 must cast votes in favour for an application to be approved.

## PD Committee Chair

The duties of the chair of the Professional Development Committee are outlined in SRTA Policy II. Additionally, the function of the PD chairperson includes the following responsibilities:

- screen the applications for accuracy and forward them to committee members via email for voting
- maintain accurate records of all PD Fund transactions and provide written up-to-date reports to Executive and Council meetings
- share the PD fund applications records with the SRTA President and the SRTA Treasurer for purposes of accurate bookkeeping
- forward completed applications to the SRTA president for verification before forwarding to the treasurer for payment to the applicant
- convene 2-3 committee meetings throughout the year for the purposes of reviewing any changes and of educating committee members
- provide a written report for each of the council's newsletters
- prepare a comprehensive year-end report of the PD Fund's activities. This report shall be presented to the SRTA executive and council for approval prior to presentation to the SRSD's Board of Trustees
- submit a final electronic copy of the PD fund records to the SRTA president for archiving