

## PROFESSIONAL DEVELOPMENT (P.D.) FUNDING FOR NON-TEACHING STAFF

Staff may qualify for funding up to the amount shown for their respective P.D. cadre below if their P.D. activity is linked to job-related goals, has the support of their supervisor, and receives the approval of the P.D. Committee.

The guiding principle is a commitment that all staff will have access to PD funding support at least once every two years, with the exception of IT positions and Nurses which may need annual attention. Career

### I. The P.D. CADRES

<b>A</b>	<b>\$250</b>	Drivers
		Custodian
		Watchman
		Electrician/AC Mechanics
		Electrician/AC Mechanics
		Carpenter/Mason/Plumber/Painter
		TA (Grade A)
		Maintenance Foreman
		Photocopy Clerk/Store Attendant
		Receptionist/General Secretaries
<b>B</b>	<b>\$750</b>	TA (Grade B,C, D& E)
		Registrar
		Finance Officers
		Asst Facilities Coordinator
		Principal/Counselor Secretaries
		Superintendent Secretary
		IT Technician*
<b>C</b>	<b>\$1600</b>	Chief Accountant
		Systems Administrator*/ Assistant Systems Administrator*
		Facilities Coordinator
		Nurses*
		TA (TA-to-teacher track, or Grade F)*

### II. PD FUNDING REQUEST PROCEDURE

- Step 1:** Staff fills out PD Funding Request Form, and attaches all supporting documentation related to costs.
- Step 2:** Staff takes the form (with section A completed) to supervisor for endorsement verifying that PD is linked to individual goals.
- Step 3:** Staff submits the form to the Human Resources Coordinator (HRC) in time for the semester deadline.
- Step 4:** HRC brings the form to the next PD Committee meeting, for decision
- Step 5:** HRC informs staff if approval is granted.
- Step 6:** Staff gives form to whoever is making the registration arrangements.
- Step 7:** HRC communicates with Finance Office to ensure all necessary payments are made.
- Step 8:** HRC updates staff's PD funding record.

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### III. PROCEDURE FOR PD COMMITTEE TO APPROVE FUNDING REQUESTS

- Step 1:** HRC submit to the PD committee completely filled request forms
- Step 2:** Committee vets and approve request if PD activity is linked to job-related goals, and the amount falls within the PD cadre of applicant.
- Step 3:** PD funds shall be disbursed on semester basis. Applications for the first semester should be received no later than September 15; applications for second semester should also be received no later than February 2 in each school year.
- Step 4:** Before approving applications, the committee shall take the following conditions into consideration:
- Applicant's previous funding record
  - Strength of supervisor's recommendation
  - Suitability of the course to applicants job
  - Applicant's goal in relation to LCS mission.
- If all these conditions are met, applications will normally be approved.
- Step 5:** The Committee shall approval requests within two meeting periods and notification sent to the applicant.

### IV. FUNDING FOLLOW-UP

Upon completion of the course/workshop, staff produces a report after PD activity, for supervisor. Copy to HRC along with any certificates, if applicable. HRC keeps certifiates in the personnel file.