



**NWTTA CENTRAL
PROFESSIONAL DEVELOPMENT
HANDBOOK**

Table of Contents	2
Background and General Policies	3
Introduction and Acknowledgements	3
Definitions	4
CPDC Definition of Professional Development	4
Characteristics of Effective Professional Development	5
Responsibilities of NWTTA members	5
Central Professional Development Committee (CPDC)	5
Roles and Responsibilities	6
Regional Professional Development Committees (RPDC)	7
Roles and Responsibilities	7
Funds Eligibility	7
Conflict Resolution Process for Regional PD	8
Professional Development Coordinator	8
Roles and Responsibilities	8
Communicating CPDC Decisions and Information	9
Salary	9
Support Roles and Responsibilities of NWTTA office	9
Short Term Assistance	10
Online Distance Credit Courses	10
Eligibility	10
Summer Credit Funding	11
Summer Non – Credit Funding	11
Recognized Post-Secondary Institutions	11
Educational Leadership Program (ELP)	12
Education Leave With and Without Allowances	12
Entitlements	13
Repayment of Service	14
Salary Reimbursement to District Education Councils (DECs)	14
Education Leave Deadline	14
Deferments and Amendments to Education Leaves	15
Maximum Removal for Education Leave	16
Education Leave Rubric	17
Indigenous Language Acquisition Fund	18
Categories of Funding	18
Decision – Making Process	19
Project Overseas	20
Financial Policies	22
Travel	22
Duty Travel Rates	22
Banking Signing Authorities	23
GNWT Contribution Payments	23
Financial Reports	24
Frequently Asked Questions	24
Appendixes	
1. Eligibility for Online Distance Credit Courses during Approved Leaves	26
2. Request for Out of Country Cover Travel Form	29

Introduction and General Policies

Introduction

This policy manual has been revised and updated to provide current and relevant information. It is designed to assist NWTTA members in understanding the policies and procedures surrounding Professional Development in the NWT as supported by the NWTTA Professional Development office.

This policy book reflects the current policies, interpretations and procedures of the Central Professional Development Committee (CPDC). This has been made possible with the assistance of the many NWTTA members who have sat on Regional Professional Development Committees, provided input and feedback over many years including the following staff and committee members:

Professional Development Coordinators

- Shirley Bibby 1996 - 2004
- Colleen Eckert 2005 – 2014
- Amanda Mallon 2004 - 2005, 2015 – 2018

CPDC members from 1996 – present

- Don Morrison, GNWT
- Malcom Farrow, GNWT
- Shari Burnstad, NWTTA
- Cathy McGregor, GNWT
- Peter Stempel, NWTTA
- Seamus Quigg, GNWT/Sahtu DEC
- Joanne McGrath, GNWT
- Terry Jaffray, GNWT/Dehcho DEC
- David Reid, NWTTA
- Lorraine Tallifer, NWTTA
- Lisa Robinson, NWTTA
- Shane Brewster, NWTTA
- Patti Turner, NWTTA
- Lorna Jones-Martin, NWTTA
- Debra Bridgman, NWTTA
- Lorraine Kuer, NWTTA

2016 – 2018 CPDC members

- Matthew Miller, NWTTA
- Todd Sturgeon, NWTTA
- Andrea Giesbrecht, ECE
- John Stewart, ECE

Definitions

Unless otherwise identified, these definitions are from the NWTTA GNWT Collective Agreement 2016 - 2020

- Allowance is paid to the Education Leave With Allowance recipient in lieu of salary. If the member stays in the community and enrolls in online courses, the Allowance is based on 75% of the base salary or 75% of Category 5 Maximum, whichever is lesser. If the member leaves to attend courses, it is based on 60% of the base salary or 60% of Category 5 Maximum, whichever is lesser.¹
- Basic Salary is the salary calculated after verifying training and experience according to the salary schedule in Appendix "C" of the current Collective Agreement.
- "Dependent" means
 - a) The spouse of an employee who is residing with the employee.
 - b) Any child of the employee, including a child of whom the employee is a legal guardian, who:
 - a. Is attending school, or is a student at some other institution, and is under 21 years, or
 - b. Is under 21 years and dependent upon the employee for support, or
 - c. Is 21 years or older and dependent upon the employee because of mental or physical illness.
 - c) Any other relative of the employee who is a member of the employee's household and is totally dependent upon the employee for support because of a mental or physical illness.
- Salary is basic salary plus the allowances in Appendix "A" of the Collective Agreement.

Central Professional Development Committee (CPCD) Definition of Professional Development in the NWT²

- Professional Development is the continuous growth of personal and professional knowledge and expertise that enhances teaching in support of student learning. It engages individuals and groups in a broad range of activities.
- Professional Development should be based on teacher, school, and regional needs and should have a collective as well as an individual focus.

¹ CPDC Policy 1987

² GNWT/NWTTA Regional PD Symposium 2004

- This understanding of professional growth views teachers as decision makers who identify many of their own learning needs, who accept responsibility for professional decisions and actions that are within their control, and who are committed to self-assessment, personal professional renewal, and lifelong learning.

Characteristics of Effective Professional Development in the NWT are:³

- a continuous process that increases a member's knowledge,
- improves professional practice and enhances student learning,
- based on a member's identified professional needs,
- congruent with a school, region or system's initiatives or goals,
- well-planned with objectives, strategies and evaluation,
- a process that promotes an active professional learning community, and timely for effective implementation.

Responsibilities of NWTTA Members⁴

NWTTA members are responsible for:

- Striving to make individual and collective professional growth continuous through study, research, travel, conference and attendance at all professional meetings.
- Formulating Professional Development goals.
- Developing a feasible and accountable plan to achieve them.
- Sharing Professional Development ideas and activities with others.

Central Professional Development Committee (CPDC)⁵

Roles and Responsibilities

The Central Professional Development Committee (CPDC) will consist of two (2) members named by the Department of Education, Culture & Employment, and two (2) GNWT NWTTA members named by the Association. The Professional Development coordinator is an ex-officio and nonvoting member of the committee.

³ GNWT/NWTTA 2004 Regional PD Symposium

⁴ GNWT/NWTTA 2004 Regional PD Symposium

⁵ CA 16.03(a)

CPDC members are responsible for:

- Overseeing and making sure the fund is distributed in accordance with the amounts outlined in the Collective Agreement.
- Determining policies and procedures, subject to the general directions and requirements provided for in the Collective Agreement and this Central Professional Development Policy book.
- Ensuring that all decisions are taken in the best interests of the members.
- Receiving and approving financial reports in a timely manner including the following:
 - The budget - Fall CPDC meeting,
 - The Professional Development Fund audit – Fall CPDC meeting,
 - Monthly Financial Reports.
- Giving adequate time and energy to the duties of being on the CPDC.
- Reviewing, updating and approving CPDC policies.
- Setting policy that governs the work of the Professional Development Coordinator including approval of changes to the job description.
- Ensuring an annual audit and report of Professional Development activities is prepared and made available to all stakeholders including but not limited to Superintendents, Regional PD Committees, Central Executive and Central Council.
- Developing and implementing an evaluation process to help determine if funded Professional Development activities are meeting the goals and expectations of the GNWT PD fund.
- Providing direction and guidance to Professional Development Coordinator when requested.
- Participating in a minimum of at least two (2) face to face meetings per year, and teleconferences and email decisions as needed.
- Selecting GNWT NWTTA members for Education Leave.

Regional Professional Development Committees⁶

In each Education Division there is a four (4) person Regional Professional Development Committee consisting of:

- Two (2) appointees of the Superintendent, and
- Two (2) appointees of the NWTTA Regional Executive.

Roles and Responsibilities:⁷

- Determining how Professional Development funds allocated to the region shall be spent to support the Professional Development for the NWTTA members in that region.
- Participating in Regional Professional Development meetings, keeping minutes, and communicating decisions to their region and the Professional Development Coordinator (PDC).
- Reviewing Regional Policies on an annual basis and report any changes/updates to the PDC.
- Providing all members access to the Regional Professional Development guidelines, application forms and eligible Professional Development initiatives.
- Coordinating and approving Professional Development activities in accordance with approved policies and guidelines.
- Collecting evaluation/substantiation reports.
- Communicating decisions to the Professional Development Coordinator.
- Working with the Professional Development office to streamline forms and processes.

Regional Professional Development Committee Funds Eligibility

The following are eligible for Regional Professional Development funding:

- All full time members who are on indeterminate contracts,

⁶ CA 16.04(a)

⁷ Regional PD Symposium 2016

- Members on term contracts, if the Professional Development activity occurs at a time when they are employed,
- Members working half time or more during the school year,
- Members on maternity, adoption or parental leave,
- Members who are on deferred leave.

The following are ineligible for Regional Professional Development funding:

- Members on Leave without Pay,
- Members on Education Leave,
- Casual or long term substitute teachers.

Conflict Resolution Process for Regional Professional Development Issues⁸

In the event of an impasse, the issue in dispute may be referred to the Central Professional Development Committee by any two appointees on a regional committee. Where the CPDC cannot resolve the issue, it may be further referred by Central Professional Development Committee appointees to an appeal committee comprised of an Assistant Deputy Minister of ECE or designate and a Designated Representative of the Association who shall decide the matter within 14 calendar days of such referral.

Professional Development Coordinator (PDC)⁹

Roles and Responsibilities:

The role of the Professional Development Coordinator will include the following duties:

- Coordinating CPDC meetings.
- Coordinating information to members and the CPDC on the GNWT Professional Development Fund.
- Acting as Canadian Teachers' Federation (CTF) Professional Development representative and contact for NWTTA.
- Responding to Professional Development inquiries.
- Maintaining and distributing current conference listings.

⁸ CA 16.04(a)

⁹ CPDC meetings 1986,1988,2004,2006,2018

- Contributing regularly to NWTTA newsletter.
- Approving applications and PD reimbursements for Distance Education Credit, Summer Credit, Summer Non-Credit courses, Indigenous Language Funding and Educational Leadership Program funding subject to the approved budget.
- Distribution of information for Project Overseas.
- Implementing the selection process for Education Leave initiative.
- Preparing Education Leave documents - initial offers, contracts, pay adjustments letters, removal arrangements etc.
- Acting Lead for NWT Educators' Conference Planning Committee.
- Ensuring the yearly audit takes place.
- Working with each Regional Professional Development Committee to track approvals, reimbursements and regional trends.

Communicating Central Professional Development Committee (CPDC) Decisions and Information¹⁰

- Professional Development issues regarding regional funds will be communicated to the RPDCs and copied to the Regional NWTTA president.
- CPDC committee meeting agendas, minutes, reports and audited statements will be submitted to Central Executive and GNWT ECE Assistant Deputy Minister through the Executive Director.

Salary of the Professional Development Coordinator¹¹

The salary of the Professional Development Coordinator will be funded by the Professional Development Fund.

Support Roles and Responsibilities in the NWTTA Office¹²

Finance Officer

- Processing reimbursements for regional and central PD activities.

¹⁰ CPDC Policy 1989,1990, 2001,2006, 2018

¹¹ CPDC Policy 1986, 2001,2006, 2008, 2018

¹² CPDC Policy 2017/18

- Overseeing Education Leave costs for members (removal, tuition and salary)
- Arranging for yearly audit report for fall CPDC meeting.
- Working with CPDC on the annual budget in the fall.
- Providing monthly financial reports to the CPDC.

Administrative Assistant

- Support for PD meetings, travel and accommodations.

President and Executive Director

- Support for decisions.
- Provide Signing Authority.
- Day to Day Supervision.

Short Term Assistance¹³

Online Distance Credit Courses

GNWT NWTTA members are eligible for reimbursement, maximum of two (2) courses per term, up to the maximum of \$2,500.00 (for tuition only) 16.07 (b) of the Collective Agreement for each period of July 1st through to June 30th. The courses should be consistent with reasonable education-oriented goals. The courses must be credit courses - not necessarily leading to a degree and they must be from an accredited institution (page 13).

Members must apply and be approved for tuition reimbursement BEFORE the beginning of each course. If taking distance education courses during the summer a member must be returning to GNWT NWTTA service in the fall in order to receive reimbursement.

Eligibility for Online Distance Credit Courses during Approved Leaves¹⁴

Members on deferred salary or maternity/parental leave who wish to be approved for distance credit funding shall sign a document outlining that they will be reimbursed tuitions when they return to GNWT, NWTTA service upon completion of their course, deferred leave or maternity/paternity leave. See Appendix #1

Members on Education Leave, Leave Without Pay and Long Term Disability are not eligible for distance credit funding during their period of leave.

¹³ CA 16.07 (a)(b)(d)

¹⁴ CPDC Policy 2010

Summer Credit Funding Assistance

GNWT NWTTA members are eligible for reimbursement for Summer Credit Courses up to the maximum of \$2,500.00. A teacher may be granted assistance to attend a university or college credit educational course or Northern institute as approved by the CPDC held during the regular vacation period. Members are entitled to the following:

- Tuition, and
- A per diem allowance of \$25 from the commencement of the course until the final day.

The deadline for application for summer credit funding is **May 30th**. In order to receive reimbursement, the member must be returning to GNWT NWTTA active service in the fall. Members on Education Leave, Leave Without Pay and Long Term Disability are not eligible for summer credit funding during their period of leave.

Summer Non-Credit Funding Assistance

GNWT NWTTA members are eligible for reimbursement to attend a summer non-credit, certificate or professional educational course held during the regular vacation period.

With approval has been granted, teachers receiving assistance under 16.07(d) are eligible to receive a \$500 (maximum) subsidy upon submission of receipts and proof of completion of the non-credit or professional course. Where a transcript is not available, an original copy of a letter outlining successful completion (on letterhead) will be accepted.

Tuition, student and course fees are eligible for reimbursement. Books, course materials, student fees, or any other fees are ineligible for reimbursement.

The deadline for application for Summer Non-Credit funding is **May 30th**. The deadline for submission for reimbursement is December 31st of the year the courses were taken. In order to receive reimbursement, the member must be returning to GNWT NWTTA active service in the fall.

Members on Education Leave, Leave Without Pay and Long Term Disability are not eligible for Summer Non-Credit funding during their period of leave.

Recognized Post-Secondary Institutions¹⁵

¹⁵ CPDC Policy 2016/17

For salary evaluation purposes, beyond the minimum training requirements for recognized teacher certification, post-secondary means:

- A university or college in Canada that holds ordinary membership in the Association of Universities and Colleges of Canada (AUCC). <https://www.univcan.ca/>
- A university or college in Canada that holds ordinary membership in the Association of Canadian Community Colleges (ACCC) www.accc.ca
- A university or college in the US whose programs are accepted by member institutions of the following accrediting associations:

The Middle States Association of Colleges and Schools
The New England Association of Schools and Colleges
The North Central Association of Colleges and Schools
The Northwest Association of Schools and Colleges
The Southern Association of Colleges and Schools
The Western Association of Schools and Colleges, or

- A member institution of the Association of Commonwealth Universities
<https://www.acu.ac.uk/>
- A member institution of the International Association of Universities
<https://www.iau-aiu.net/>

Education Leadership Program (ELP) Funding¹⁶

The Educational Leadership Program (ELP) is organized by the Department of Education, Culture and Employment, GNWT. Completion of the program is a requirement for those seeking certification as a principal in the NWT.

Members must apply for reimbursement from the PD office BEFORE the course begins. GNWT NWTTA members are eligible to apply for financial reimbursement up to a maximum of \$2500. Eligible expenses include:

- Program fee/ Tuition,
- \$25/day,
- Transportation costs,
- Per Diem as per Duty Travel rates enroute, and
- Accommodation.

Education Leave¹⁷

¹⁶ CA 16.07 (c)

¹⁷ CA 16.05 (a) (b);16.06

NWTTA Education Leave With and Without Allowances Criteria

Education Leave With and Without Allowances allows the GNWT member to participate in full time studies at/or through a recognized institution for a period of one (1) academic year

In order to be considered for Education Leave, applicants must at the time of application:

- Be an NWTTA member in good standing with a minimum of four (4) completed years of continuous service within the NWT.
- Have completed four (4) or more years of consecutive employment with the GNWT NWTTA after returning from a previous Education Leave.

Education Leave With Allowance Entitlements:

- If the member chooses to study on campus - an allowance of 60% of base salary or 60% of the category V maximum, whichever is the lesser;
- Traveling and removal expenses from the place of employment to the location of the educational institute and return traveling and removal expenses to the place of employment as approved by the CPDC (travel must be arranged by the most economical means);
- Travel is based on the Collective Agreement Article B2 x 1.5 Ultimate Removal, for the applicable community in which the member is employed when approved for Education Leave. The maximum dollars allotted includes removal, storage and travel out and back to their community on completion of the Education Leave;
- A guarantee to be returned to the former position or such other mutually agreed upon position at the basic salary not less than that received before leave was taken;
- Credit for one year of teaching experience for salary purposes provided that the member will not receive as a result of the studies a qualification increment to a higher salary category and that the member is not already at the maximum experience level;
- Tuition, and lab fees, but not book, student fees or course materials up to \$12,000;
- If the member chooses to study via distance and remain within the geographic jurisdiction of the Northwest Territories, the member shall receive an allowance of 75% of base salary or 75% of the category V maximum, whichever is the lesser and the tuition support of up to \$12,000 but no travel or removal expenses.

Education Leave Without Allowance Entitlements:

- Removal and traveling expenses from the place of employment to the location of the educational institute and return traveling and removal expenses to the place of employment as approved by the CPDC (travel must be arranged by the most economical means);

- Travel is based on the Collective Agreement Article B2 x 1.5 Ultimate Removal, for the applicable community in which the member is employed when approved for Education Leave. The maximum dollars allotted includes removal, storage and travel out and back to their community on completion of the Education Leave;
- Credit for one year of teaching experience for salary purposes provided that the member will not receive, as a result of the studies, a qualification increment to a higher salary; category and that the member is not already at the maximum experience level;
- A guarantee to be returned to the former position or such other mutually agreed upon position at the basic salary not less than that received before leave was taken;
- Tuition, and lab fees, but not book, student fees or course materials up to \$12,000;
- Where the member chooses to complete full-time studies via distance and remain within the geographic jurisdiction of the Northwest Territories, the member shall receive tuition support up to \$12,000 but no travel or removal expenses.

Repayment of Service

Members provided Education Leave With Allowances will be obligated to return to employment with the bargaining unit for two (2) years in a GNWT NWTTA position. Those provided with Education Leave Without Allowances, will be obligated to return to employment with the bargaining unit for one year in a GNWT NWTTA position.

A member granted Education Leave who:

- fails to successfully complete the course; or
- does not resume employment with the bargaining unit; or
- ceases to be employed before termination of the period that was undertaken to serve after completion of the course;

shall repay the PD fund all allowances paid to the member during the leave or such lesser sums. The Central Professional Development Committee will take legal action to recover all or lesser sums as they determine.

Education Leave – Salary Reimbursement to District Education Councils (DECs).

For members approved for Education Leave With Allowance, DECs will bill back for the full amount of the adjusted grid salary on a timely schedule. This amount is indicated in the salary adjustment letter that is produced by the NWTTA Professional Development office in late spring and sent to HR and DEC offices within a given region. DEC portions of benefits will not be reimbursed.

Education Leave Application Deadline

Applications for Education Leave With or Without Allowances shall be submitted no later than March 1st of the year in which the leave will start or the assistance be used.

The CPDC shall inform each applicant of its decision prior to March 31st of the year in which leave would commence. For the CPDC's purposes and requirements, the following four components of an Education Leave application package must be received on or before **5 pm on March 1** (When March 1 falls on a weekend or holiday, the deadline will be the first business day after March 1 in order to be reviewed and considered by the CPDC):

- Cover Letter
- Three Written References
- Proof of Application or Acceptance to Chosen Program
- Completed Application Form

Deferments and Amendments to Education Leaves¹⁸

The CPDC determined there are to be no deferments of Education Leaves. Any amendments to a GNWT NWTTA Education Leave must be applied for and approved by the CPDC.

Maximum Removal for Education Leave¹⁹

For members approved for Education Leave With or Without Allowance, employees (and their eligible dependents) will be entitled to removal, travel and storage up to a maximum entitlement.

The maximum entitlement is based on the current NWTTA Collective Agreement Article B2.02 times 1.5.

When the GNWT NWTTA member is removed for Education Leave under one collective agreement and returns under a new collective agreement, the PDC will calculate total eligible removal amounts by adding 50% of the removal amount under the first Collective Agreement to 50% of the removal amount under the second Collective Agreement.

The chart below defines the maximum removal amount that can be accessed by a member on Education Leave. The amount can be used to cover the cost of return transportation to the desired location of education Leave for the member and each dependent (one return trip per person). It can also be used to cover the cost of freight and storage of household and personal items.

¹⁸ CPDC Policy 2017/2018

¹⁹ CPDC Policy 1987,2006,2008,2018

Community	Maximum Removal Amounts
Aklavik	\$20,160
Behchoko	\$8,605.50
Colville Lake	\$16,320
Deline	\$14,400
Fort Good Hope	\$16,320
Fort Liard	\$11,886
Fort McPherson	\$19,039.50
Fort Providence	\$10,155
Fort Resolution	\$10,291.50
Fort Simpson	\$10,393.50
Fort Smith	\$8,605.50
Gameti	\$12,480
Hay River	\$9,892.50
Inuvik	\$19,200
Jean Marie River	\$11,494.50
Kakisa	\$9,892.50
Lutselk'e	\$12,480
Nahanni Butte	\$12,480
Norman Wells	\$14,400
Paulatuk	\$20,160
Sachs Harbour	\$22,080
Sambaa K'e	\$12,480
Tsiigehtchic	\$18,558
Tuktoyaktuk	\$20,160
Tulita	\$14,400
Ulukhaktok	\$20,160
Wekweeti	\$12,480
Whati	\$11,520
Wrigley	\$12,286.50
Yellowknife	\$9,493.50

THE EDUCATION LEAVE RUBRIC²⁰

Name of NWTTA Member:

Yrs. of NWTTA Service	4yrs 1	5 yrs. 1.5	6 yrs. 2	7 yrs. 2.5	8 3	9 3.5	10 4	11 4.5	12+ 5
Full Accomplishment 4	Substantial Accomplishment 3			Partial Accomplishment 2			Little or no Accomplishment 1		
Cover Letter: How well has the member outlined their Education Leave goals?					4	3	2	1	
Seeking A Bachelor of Education: (Yes = 4)				4			0		
Support for School Programs: What programs has this member created, supported and volunteered to organize? What programs and supports has this member provided to this school above and beyond this regular duties in this position?					4	3	2	1	
Leadership in the Profession: What leadership roles has this member taken to support this school, this colleagues, this DEC (in-service presenter, mentorship leader, cultural organizer)					4	3	2	1	
NWTTA Involvement: How has this member volunteered with the NWTTA? (LRO, standing and/or ad hoc committees, Regional Executive and Central Executive service)?					4	3	2	1	
Community Involvement/Service: How has this member volunteered this time, expertise and services to local groups, charities, programs etc....?					4	3	2	1	
Reference Letter #1, 2, 3 How strongly do the reference letters collectively support this Education Leave goals?					4	3	2	1	
Value of Program of Study back in the NWT: What value will this study bring back to NWT students, schools and communities?					4	3	2	1	
Other considerations may include but not be limited to: <ul style="list-style-type: none"> • Indigenous Language Revitalization • Linguistic Studies with a focus on aboriginal languages • Literacy Studies with a focus on aboriginal youth • Small community school • Number of times applying for LWA, LWOA 					4	3	2	1	
Overall Quality of Application Package					4	3	2	1	

Total Score _____ /45

²⁰ CPDC 2015,2016,2072018

Indigenous Language Acquisition Fund²¹

In any given year, the CPDC may use discretion to allow this fund be divided into approximately 1/3 (\$30,000) for individuals and 2/3 (\$60,000) for group activities.

Eligibility: Members on Education Leave, Leave Without Pay and Long Term Disability are not eligible for Indigenous Language Acquisition funding during their period of leave

Categories of Funding

1. Language Acquisition and Instruction Courses:

A portion of this fund will be made available to NWTTA Indigenous language teachers to cover eligible costs incurred in taking courses aimed at improving Indigenous Language Instruction. Costs covered (up to a maximum of \$6000) may include:

- course tuition,
- travel costs from the place of employment to and from the site of the course specially using the NWTTA per diem rate , plus hotel for actual days of travel,
- once onsite, a combined accommodation and per diem allowance of \$130 per day for the duration of the course,
- substitute costs where applicable and warranted.

2. Individual Language Learning Activity:

A portion of this fund will be made available to allow NWTTA Indigenous language teachers to improve their Indigenous language skills. This portion of the fund is set up to cover costs (up to a maximum of \$6,000) associated with:

- Indigenous language teachers taking part in activities with Elders and other Indigenous language speakers where they will have the opportunity to hear and speak their Indigenous language and learn more about their language and learn more about the language and traditional ways and beliefs. Participation in activities such as berry picking, hunting or trapping, fur/hide preparation, fish camp, clothing or tool making or artistic activities with Elders can strengthen a teacher's Indigenous language skills as well as provide ideas for program enrichment activities.

²¹ CA 16.08 (2) CPDC 2015,2017,2018

- Indigenous language teachers working with a language ‘expert’ in the classroom and/or in program planning sessions for the purpose of supporting Indigenous language instruction and program development. Funding under these two categories of Indigenous language related activities may be used for the following:
 - Honoraria to Elders / language experts.
 - Substitute costs where applicable and warranted.
 - Travel or materials in some situations.

3. Workshop, Seminar or Conference Participation:

A portion of this fund is available to enable groups of NWTTA Indigenous language instructors to get together for a workshop, seminar or small conference and to bring in language experts or instructional experts as resource persons. Costs covered may include:

- Honoraria, travel and per diem costs for experts.
- Travel costs for Indigenous language teachers.
- Accommodation and per diem for Indigenous language teachers to a maximum of \$130 per day.
- Material costs in some situations (no hard capital items).
- Substitute costs where applicable and warranted.

4) Education Leaves

If the balance of this fund is over \$200,000, a portion may be used to grant Education Leave With Allowances or Education Leave Without Allowances for NWTTA members.

Applications shall fit into one or more of the following categories:

- Indigenous Language Revitalization.
- Linguistic Studies with a focus on Indigenous languages.
- Literacy Studies with a focus on Indigenous youth.

Decision Making Process for Indigenous Language Funding.

Individual Proposals:

Prior approval for funding for individual professional development must be granted by the Professional Development Coordinator.

An application for use of funds must be sent to the Professional Development Coordinator by **May 30** if it is a summer course.

Reimbursement will follow the completion of the course or activity after the teacher has submitted appropriate receipts or statement of declaration that funds were expended as outlined in the proposal. Leave approval from the employer is required. Where the course or activity takes place during the summer months, the GNWT NWTTA member must be returning to a GNWT NWTTA position in the fall in order to be reimbursed.

DEC Proposals:

Prior approval for funding for group projects must be granted by the Professional Development Coordinator under the direction of the Central Professional Development Committee. Group applications for use of funds must be sent to the Professional Development Coordinator by **November 30.**

Where a group application is made by a DEC on behalf of NWTTA members, costs will be prepaid by the DEC and receipts submitted after the event for reimbursement up to the maximum approved in the proposal for all eligible costs. Where the course or activity takes place during the summer months, the GNWT NWTTA members involved in the group proposal must be returning to GNWT NWTTA positions in the fall in order to have their costs reimbursed to the DEC.

Project Overseas (PO)²²

Background

- Started in 1962, with one program in Nigeria, PO has now assisted teacher organizations in over 50 countries of Africa, Asia, the Caribbean and the South Pacific
- Project Overseas is a joint endeavor by the Canadian Teachers' Federation and its' member affiliates to give professional assistance to fellow teachers in developing countries

The program is governed by the following objectives:

- To deliver in – service courses intended to help teachers in developing countries upgrade their competence.

²² Source: Canadian Teachers' Federation

- To help overseas teacher organizations improve and strengthen their structures and activities.
- To promote understanding and goodwill among teachers.

Requirements for participation:

Any Canadian Teacher who is a member of a provincial or territorial teacher organization that is a member of CTF can apply to PO provided that they meet the following requirements:

- Be a Canadian Citizen.
- Hold a valid teacher's certificate.
- Have completed at least five (5) years of teaching in Canada.
- Be in excellent health and able to work in a developing country conditions.
- Show evidence of flexibility, mature judgement and a strong wiliness to put the team and project needs above personal needs.
- Hold a Canadian Passport valid until at least March 2020 at the time of application.

Terms of Assignment

PO Volunteers must be prepared to:

- Go to any location where there is a CTF project.
- Work hard as part of a team, both in and out of the classroom.
- Share accommodation with other participants if necessary.
- Spend from three to six weeks on the assignment.

Volunteers need to know:

- They will not receive a salary, but CTF will pay for travel and living expenses.
- CTF arranges air travel by the most direct and economical route.
- They will not be permitted to drive a motorized vehicle during your assignment.
- They are not permitted to bring family members with them to the orientation program in Ottawa or to the assignment overseas.
- CTF reserves the right to cancel projects at the last minute due to unforeseen circumstances and cannot guarantee placement on other teams.
- Applications will be available in mid-October through the NWTTA PD office.
- The CTF National Selection Committee informs successful candidates in January.

Financial Policies

Travel for GNWT NWTTA Professional Development ²³

Any GNWT NWTTA member or staff of the NWTTA who is authorized to travel on NWTTA Professional Development shall be reimbursed in accordance with the NWTTA Duty Travel rates.

Duty Travel for NWTTA members on Professional Development

1. Expenses will be paid only for the immediate duration of the PD activity and the travel days associated with attending the event / activity. If members decide to add days before or after the PD activity / event it is at their own expense and is not covered by regional PD funds.
2. All members will use the most direct, practical, and/or cost effective mode of travel.
3. Rental vehicles will be reimbursed upon the submission of receipts will be necessary in order to be reimbursed. *All employees renting vehicles must ensure that there is insurance against all liability.*

Members on approved Professional Development are entitled to reimbursements as laid out by the Collective Agreement Appendix B4 in Duty Travel Rates.

Travel by Privately Owned Car

- The Employer will reimburse an employee who, with prior authority, uses a privately owned car for necessary travel on Government business, Professional Development or on removal.
- Reimbursement is limited to the commercial cost if the total cost of the trip including the daily rate and lodging expenses exceed the cost of the same journey by ordinary commercial means.
- The distance allowance for enroute travel is calculated:
 - on distances given in the Canadian Distance Guide, e.g. Yellowknife to Edmonton = 1,464 km.

²³ CA <http://www.hr.gov.nt.ca/nwtta-collective-agreement/article-b4-duty-travel>

- for other distances, on the generally accepted kilometres for the most direct route.
- kilometric rates are reviewed twice a year: April 1 and October 1, they are posted on the GNWT Duty Travel.²⁴

Per Diem Rate (Meals and Incidental Expenses) will be paid as follows:

- For travel within the Northwest Territories, the amounts are \$100 for days that include an overnight stay and \$75 for days that do not include an overnight stay.
- For travel within the Northwest Territories, where a meal is provided at no cost as part of a conference or course, the amounts are \$75 for days that include an overnight stay and \$55 for days that do not include an overnight stay.
- For travel outside the Northwest Territories, where a meal is provided at no cost as part of a conference or course, the amounts are \$55 for days that include an overnight stay and \$40 for days that do not include an overnight stay.

Banking Signing Authority

The CPDC banking account is held at the RBC Express branch in Yellowknife. There are the following two accounts:

- PD Fund – chequing account
- SSI account – savings account

The Professional Development Coordinator and one of the below are required for cheques and direct deposit transactions:

- NWTTA President
- NWTTA Executive Director
- At least one CPDC member

GNWT Contribution Payments²⁵

On or before September 1st of each year, the Professional Development Fund is to be credited with an amount equal to the final adjusted contribution for the previous school year. The Department of Education, Culture and Employment will calculate the amount in 16.01(c) based on the number of active teachers actually on strength on September 30th of the school

²⁴ page <https://my.hr.gov.nt.ca/employee-services/travel/duty-travel/duty-travel-rates>

²⁵ CA

year, and make an adjustment that will be paid into the fund by December 1st of the school year for any additional monies owed. If the amount paid into the fund on September 1st exceeds the amount based on the September 30th calculation, the Professional Development Fund will reimburse the difference based on an invoice submitted by the Department of Education, Culture and Employment.

Re: ECE Contribution payments – second payment of year²⁶

If the amount of payments to the Professional Development Fund is reduced in the second notice from ECE, the NWTTA PD Fund will absorb the reduction this year and implement it next year so that Regional PD committees do not have to readjust their allotments this year one more time.

Financial Reports²⁷

The Finance Officer is responsible for the following Professional Development reports:

- Monthly bank reconciliation report is prepared and reviewed by the Professional Development Coordinator.
- Annual Budget and Statement of Income and Expenditures will be prepared for each fiscal year for review by the CPDC in the fall meeting.
- Monthly Expenditure of projects.
- Annual Audit by an independent auditor to be submitted to Education, Culture and Employment by December 31.

Frequently Asked Questions (F.A.Q.s)

Does Professional Development money come from NWTTA dues?

- No, Professional Development money comes from a fund that is provided by the GNWT. It is based on 2.5% of the combined basic salary of all GNWT NWTTA members.

Can I leave the NWT to do my personal Professional Development activity?

- Certainly. A number of NWTTA members regularly attend conferences in southern Canada for their Professional Development.

²⁶ CPDC 2016-2017

²⁷ CPDC 2017-2018

- Your maximum allotment is unlikely to cover all of the expenses associated with going to a conference in southern Canada.
- Travel for Professional Development outside Canada requires the approval of the Minister of Education, Culture and Employment.²⁸

I have been hired as a brand new principal and am not yet an NWTTA member, I would like to attend ELP. Can my employer cover my expenses up front?

The CPDC requests that the hiring District Education Council (employer) reimburse the newly hired principal for eligible expenses (up to the maximum of \$2,500.00). The NWTTA PD office will then reimburse the DEC after September 1st of the same year, when the newly hired principal becomes a member of the NWTTA.

I am from Ontario and want to build up my Ontario Teaching Qualifications. Can I enroll in an AQ course?

It depends on the university and whether they will provide you with proof of credits taken. It is case by case so you have to investigate carefully. Some universities will provide the letter. Queens, Trent, and some other universities have the information right on their websites, other universities, including OISE, are clear that they will not provide any such letter. You need to do your research beforehand. Please contact the PDC if you have questions.

It has been suggested to me that I can go on the land as a ‘Professional Development activity. Are there limitations to this?

Certainly. A number of NWTTA members regularly become involved with On the Land Activities especially when they are new to the NWT. Some limitations are that a member cannot purchase hard capital items and that the activity is a well-planned one with clear learning objectives. Please review your RPDC Policy for criteria, responsibilities, and other limitations in your region.

²⁸ INSERT INFO ON outside Canada form

Appendixes

1. Eligibility for Online Distance Credit Courses during Approved Leaves

THIS AGREEMENT DATED THIS _____

BETWEEN

NORTHWEST TERRITORIES TEACHERS' ASSOCIATION

(Herein called "NWTTA") ON BEHALF OF THE CENTRAL PROFESSIONAL DEVELOPMENT COMMITTEE

of the first part

AND

_____ (herein called "the teacher")

of the second part

AGREEMENT

WHEREAS, a Central Professional Development Fund (herein called "the Fund") has been established for the professional development of teachers who are members of the NWTTA;

AND WHEREAS the teacher's application for funding to access **part time studies via distance at _____ in the Master of Education Program (herein called "the program")** from the Fund has been approved, knowing that the teacher is currently taking an approved maternity, parental or deferred leave;

AND WHEREAS the parties hereto wish to set out the terms and conditions of their agreement.

NOW THEREFORE in return for the mutual promises herein contained, the parties hereto agree as follows:

1. the Fund shall pay the teacher, a reimbursement of tuition only for the approved, successfully completed distance education credit course.
2. if for any reason, the teacher does not return to GNWT NWTTA service immediately following the maternity leave, parental leave or deferred leave, for a period of at least six month, the teacher is no longer eligible for the tuition reimbursement (whether the reimbursement has been paid or not yet paid).
3. Notwithstanding anything else in this agreement, the fundamental term set out in paragraph 2 of this agreement may be waived by the NWTTA but not by the teacher.
4. Any breach of non-compliance by the teacher, whether material or otherwise, of any of the fundamental terms of this agreement shall, in the sole and absolute discretion of NWTTA, immediately terminate this agreement and cause any and all amounts paid to the teacher by the Fund pursuant to the agreement to become a debt due and owing to the Fund by the teacher.
5. The teacher acknowledges that any actions, suits, demands, requests for payment or any court proceeding against the teacher for recovery of funds paid to the teacher pursuant to this agreement shall be taken by and in the name of NWTTA for the benefit of the Fund.
6. This agreement is based on Article 16 of the Collective Agreement between the NWTTA and the GNWT that is in effect as of the date of this agreement. This agreement supersedes and takes the place of any former or other agreements concerning the subject-matter covered by this agreement. All other agreements between the parties concerning the subject-matter covered by this agreement are, upon execution of this agreement by the parties of no further force or effect.
7. This agreement shall be governed by and interpreted in accordance with the laws of the Northwest Territories.
8. The term "NWTTA" includes all officers, employees, servants and agents of the NWTTA, as the case may be, and where the context permits.
9. There shall be no waiver of a breach of any term or condition of this agreement unless the waiver is in writing signed by the party who has waived the breach and specifically sets out the breach and the breach shall not affect any right of the party relating to other or future breaches.
10. This agreement shall endure to the benefit of and be binding on the parties hereto, their executors, administrators, successors and assigns.

11. Words in this agreement importing the male gender include the female gender and words importing the singular include the plural and vice versa.

IN WITNESS WHERE OF THE PARTIES HERETO HAVE RESPECTIVELY SET THEIR HANDS AND SEALS BY THEIR DULY AUTHORIZED OFFICERS

NORTHWEST TERRITORIES TEACHERS' ASSOCIATION

Per:

(Date)

(on behalf of the CPDC)

(Date)

, Teacher

Witness, please print

Signature of Witness

**DEPARTMENT OF EDUCATION, CULTURE AND EMPLOYMENT
OUT OF COUNTRY TRAVEL APPROVAL FORM**

PERSON REQUESTING TRAVEL:	Signature: _____ Date: _____	
Destination:		
Meeting/Travel Dates:	Meeting Dates:	<MM/DD/YYYY> to <MM/DD/YYYY>
	Travel Dates:	<MM/DD/YYYY> to <MM/DD/YYYY>
Purpose of Travel:		
Any Cost covered by Organization of Event Please specify (Tuition / Course cost)		

TOTAL ESTIMATED COST:

Airfare:	\$
Accommodations:	\$
TOTAL COST:	\$
Funding Source:	<input checked="" type="checkbox"/> Existing O&M <input type="checkbox"/> Other: _____

RECOMMENDED: _____
<Director> Date

APPROVED: _____
Sylvia Haener, Deputy Minister, ECE Date

APPROVED: _____
The Honourable Caroline Cochrane Date
Minister, Education, Culture and Employment