

7 ■ Professional Development Benefits

7.1 GNWT - Teacher Education Leave Guidelines – Article 16.06

For additional information please see Article 16 of the GNWT collective agreement.

A teacher with four (4) or more continuous years of teaching experience as a NWTTA member with the Government of the Northwest Territories may be granted leave for professional purposes for one (1) year to attend a recognized institution for additional education and training on a full time basis. The following guidelines were approved by the Central Professional Development Committee (CPDC) in the fall of 2016.

Application Deadline:

Applications MUST be received in the Professional Development office by **5:00 pm, March 1**. Please submit applications by fax or email to:

Fax: (867) 873-2366
Email: pd@nwtta.nt.ca

Notification:

Education Leave decisions will be shared with each applicant prior to **March 31** of application year.

Education Leave Options

There are two (2) options for Leave With Allowances (LWA):

LWA On-Site Year of Study:

Where Education Leave with Allowances is granted for one (1) full academic year of study, and the member leaves their home to attend the educational institution, the member shall receive:

- tuition
- travel and removal expenses from their place of employment to the location of the educational institute
- return travel and removal (out and back at 1.5 removal from Article B3) expenses to their place of employment
- an allowance of **sixty percent (60%)** of current salary or **sixty percent (60%)** of Category V maximum on the GNWT salary grid, whichever is the lesser

LWA Online Year of Study:

Where Education Leave With Allowances is granted for one (1) full academic year of study, and the member arranges to stay and study via distance while in the geographic region of the NWT, the member shall receive:

- tuition
- no travel and removal expenses
- an allowance of **seventy-five percent (75%)** of current salary or **seventy-five percent (75%)** of category V maximum on the GNWT salary grid, whichever is the lesser

Leave Without Allowances (LWOA):

Where Education Leave Without Allowances is granted for one (1) full academic year of study, and the member leaves their home to attend the educational institution, the member shall receive:

- tuition
- return travel and removal (out and back at 1.5 removal from Article B3) expenses to their place of employment

Removal Costs:

Eligible removal and storage costs are based on the *NWTTA Collective Agreement* Article B2 - Ultimate Removal Assistance for the applicable community in which the member is employed when approved for Education Leave. The maximum dollars allotted includes:

- Removal NWTTA Collective Agreement Article B3 - Relocation Expenses on Initial Appointment and Subsequent Moves
- Storage
- Travel out and back to their community at completion of their education leave
- It is the responsibility of the GNWT NWTTA member to review NWTTA Collective Agreement Article B3 - Relocation Expenses on Initial Appointment and Subsequent Moves to be aware of eligible and ineligible expenses (for example: the freight of vehicles and pets are not eligible).

Travel Reimbursement:

The GNWT NWTTA member is entitled to:

- kilometrage (check current GNWT travel rates at <http://www.hr.gov.nt.ca/duty-travel-rates>. If it is more economical for the member to drive

rather than fly to their destination, the member must provide a travel claim which states: the person drove, the dates, and the hotel costs accompanied by original hotel receipts.

- a per diem of \$15.00/day for the member
- a per diem of \$15.00/day for each dependent six (6) years of age and over
- a per diem of \$10.00/day for each dependent under six (6) years of age

Refer to *NWTTA Collective Agreement* <http://www.hr.gov.nt.ca/nwtt-collective-agreement> Article B3. Removal Expenses on Initial Appointment and Subsequent Moves as a Member to the maximum listed for ultimate removal x 1.5.

Tuition Fees:

Tuition and lab fees are paid only to a maximum of \$12,000.00 CDN. **Please note:** student society fees, athletic fees, student union fees, books, course material or any other special or miscellaneous fees are the responsibility of the student. The educational institution/university will be given authority to invoice the NWTTA Professional Development Fund for the tuition fees. If the student paid the tuition directly to the educational institution, reimbursement will be paid by submitting the **original tuition receipt**.

Application Process:

It is the GNWT NWTTA member's responsibility to ensure that all four (4) sections of your Education Leave application package are complete and have been received by the PD Coordinator on or before 5:00 pm on March 1.

- Cover Letter
- Application Form
- Three (3) letters of reference or recommendations
- Proof of application or acceptance to your chosen program

See Forms Section 7.1 Application For Education Leave

7.2 GNWT - Teacher Short Term Assistance

Short Term Assistance - Article 16.07 (A) And (C)

Central Professional Development Committee

Summer School Guidelines – Credit Courses and ELP

You are required to submit an NWTTA Short Term

Assistance application on or before May 30th in order to receive reimbursement. You must provide the following information:

1. The exact title and course code for the credit course to be taken, and dates;
2. The institution you wish to attend (must be an accredited college or university);
3. An estimate of the cost for tuition and actual number of course days (per diem)

Please submit your application to the PD Coordinator on or before **May 30th**.

Reimbursement Procedures:

After successful completion of the course you are entitled to the following:

1. Tuition and lab fees but not books, course materials, student fees, late fees or special fees;
2. A per diem allowance of \$25.00 per day for each course day, including the date of the final exam;

Please note:

The Central Professional Development Committee sets additional entitlements for ELP participants. You must submit original tuition receipt and transcript of marks by September 30 of the year you attended the summer course(s) to receive reimbursement. These documents will be retained for audit purposes. **The total of the subsidy shall not exceed \$2,500.00 per member, per year.** Members not returning to employment in an NWTTA position in September will not be reimbursed.

The Central Professional Development Committee reserves the right to deny approval of funding for a course, where the course selection is not consistent with reasonable, education-oriented goals.

See Forms Section 7.2 Application For PD Fund Reimbursement

Short Term Assistance - Article 16.07 (D)

Central Professional Development Committee

Summer Non-Credit Course Guidelines

You are required to submit an NWTTA Non-Credit course application on or before **May 30** in order to receive reimbursement. You must provide the following information:

1. The exact non-credit course name, course number (if available) and dates;
2. The institution sponsoring the course;
3. An estimate of the cost for tuition or course fee;