

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Teacher Bursary Application			
Procedure Type:	Human Resources	Implementation Date:	AUG. 31, 2016
Procedure Number:	5.19	Last Approval Date:	JAN. 15, 2025
AP Owner:	HR Administrator	Last Reviewed:	JAN. 15, 2025
Legal Reference(s):	Sections 87 <i>The Education Act</i>		

Background

As part of the locally negotiated collective bargaining agreement between the board of education of Living Sky School Division No. 202 (LSKYSD) and the Teachers' Local Implementation Negotiation Committee, LSKYSD committed to establishing a bursary fund to reimburse tuition costs for permanent teaching staff upon the successful completion of credit classes, non-credit classes, and/or short courses. This procedure outlines the process by which teachers can access this benefit.

Scope

This procedure applies to all teachers who are on a permanent continuing contract with the division.

Roles & Responsibilities

Teacher

- The teacher initiates the process by submitting an application.

Professional Awards Committee

- The LINC agreement defines the members of the professional awards committee to determine approvals based on the criteria and available funds each school year.

Procedures

1. In accordance with Section 18.2 of the LINC Agreement, bursary applicants shall submit applications for the consideration of the professional awards committee as described below:
 - a. Submit applications, complete in all aspects, to human resources.
 - b. Applications may be submitted for pre-approval before commencing coursework or after the coursework has been completed.
 - c. As a general rule, if the budget allows, the committee will begin by approving two courses per applicant each intake to a maximum of four courses per applicant per year.
 - d. If an application is not approved at a particular committee meeting, it will be carried forward for consideration at the next scheduled meeting. Applicants are not required to re-submit their applications.
 - e. After the committee has met, applicants will receive written notification of the status of their applications.
 - f. Once coursework has been completed, applicants must submit proof of completion and their final grade before payment will be processed.
2. The awards committee shall consider the following criteria when awarding bursaries:
 - a. masters' programs for school-based administrators and other staff, as applicable;
 - b. the fulfillment of special education certification requirements;



- c. the fulfillment of education degrees for those holding provisional certificates;
- d. summer short courses, non-credit courses and courses taken outside of the school day as described in the LINC Agreement;
- e. coursework to enhance the delivery of curriculum; and
- f. courses that coincide with identified division priorities.

Related

Bursary Application Form (*internal document*)