



CAMPBELL RIVER

School District 72

MEMO

Date: October 11, 2024

To: Teachers
TTOCs
Principals / Vice-Principals
School and District Administrative Assistants

From: Andrea Dawe, Director, Human Resources

Subject: ProD Clarification FAQ

Please find enclosed a FAQ that is intended to clarify questions pertaining to District/School level Pro-D and teacher attendance (full time, part time and TTOCs).

The FAQ emphasizes contractual requirements and general expectations for Pro-D attendance. It does not address questions pertaining to calendars, content, funding, etc. These questions should be directed to the Pro-D Coordinator, Cathy Fowler at: Cathy.Fowler@sd72.bc.ca or visit [SD 72 Professional Development](#) for more information.

If you have questions regarding teacher professional development and the collective agreement, your primary contacts in HR for Teachers are Nadine Duret-Sauer, nadine-duret.sauer@sd72.bc.ca, Lorraine Moreland, lorraine.moreland@sd72.bc.ca) and Emma Hansen, emma.hansen@sd72.bc.ca for TTOCs.

If you have questions regarding teacher pay, your contacts are Summer Henderson, summer.henderson@sd72.bc.ca for Teacher payroll and Natalie MacLeod, Natalie.macleod@sd72.bc.ca for TTOC payroll.

Thank you for your continued support to the teaching profession and to School District 72.

Andrea Dawe
Director Human Resources

Copies to: Senior Management Team
Nadine Duret-Sauer, Human Resources Officer (Teachers)
Lorraine Moreland, Human Resources Administrator (Teachers)
Emma Hansen, HR Help (TTOCs)
Kristi Rensby, Payroll/Benefits Supervisor
Cathy Fowler, CORE Pro-D Coordinator

TEACHERS**Q1 - I am a 1.0 FTE teacher at SD72, what are the requirements when it comes to attending Pro-D days?**

Attendance at all five (5) Pro-D days is mandatory for a full-time teacher as it is part of teaching contract requirements, and it is included in annual salary.

Q2 – What if I am unable to attend a scheduled Pro-D day due to extenuating circumstances?

While attendance at all five (5) Pro-D is mandatory for full time teachers, it is understood that teachers will encounter circumstances that will impact attendance. It is important that teachers communicate these extenuating circumstances and inability to attend ProD to the school administrator as soon as possible. It is also important that teachers enter a leave request in CIMS Employee Connect.

Q3 - Is attendance recorded on Pro-D days?

Attendance may be recorded. We believe that Pro-D is a professional responsibility, and the contractual requirement determines the minimum standard for attendance. With that said, the District understands that attendance may be impacted by various circumstances. Attendance and expectations for Pro-D are managed at the school level between the teacher and school administrator or direct supervisor.

For more information, please see Articles D.20 and F.21 of the SD72 [Collective Agreement](#).

PART TIME TEACHERS

Q1 - I am a part-time teacher at SD72. Do I need to attend all five (5) Pro-D days?

Teachers will often participate in available professional development. Contractually however, part-time teachers are only required to attend for up to five (5) days, pro-rated based on the FTE assignment. See Articles D.20 and F.21 of the collective agreement for the basis of this calculation.

Calculation: $5 \times \text{FTE} = \text{days pro-rated by FTE}$

Example: 0.6 FTE – 5 days pro-rated by 0.6 FTE = 3 Pro-D days

Example: 0.2 FTE – 5 days pro-rated by 0.2 FTE = 1 Pro-D day

Assignment	Formula	Pro-D Expectation
0.934 FTE	5 days pro-rated by 0.934 FTE (rounded up)	5 days
0.736 FTE	5 days pro-rated by 0.736 FTE (rounded up)	4 days
0.5 FTE	5 days pro-rated by 0.5 FTE	2.5 days
0.356 FTE	5 days pro-rated by 0.356 FTE (rounded up)	2.0 days
0.1 FTE	5 days pro-rated by 0.1 FTE	0.5 day

Q2 - What if the Pro-D Day falls on a non-working day? For example, the Pro-D day is scheduled on Friday but I work part-time on Mon-Tues-Wed. Do I have to attend Pro-D that is not scheduled on my normal day of work?

Attendance on Pro-D Days is based on contractual requirements, not on scheduled working days. If there is a contractual requirement and expectation to attend, it does not matter which day the Pro-D is scheduled. Attendance may be determined in consultation between the teacher and school administrator or direct supervisor. Planning is encouraged. See the Pro-D calendar at: [Professional Development Days](#)

Q3 - Is attendance recorded on Pro-D days?

Attendance may be recorded. We believe that Pro-D is a professional responsibility, and the contractual requirement determines the minimum standard for attendance. With that said, the district understands that attendance for part-time teachers may be impacted by variable factors. Attendance and expectations for Pro-D are managed at the school level between the teacher and school administrator or direct supervisor.

In cases where attendance is expected, there is a contractual requirement and a teacher is absent, the school administrator can identify the absence to HR. Payroll deductions may apply for unexcused absences.

Teachers who are requesting leave of absence on scheduled Pro-D days must have the leave approved in advance. Planning is encouraged.

Q4 - How are Part-time teachers compensated for Pro-D days that are scheduled before the start of the school year? For example, the contract or school year starts on September 1, but the Pro-D days are scheduled for Sept 1 & 2.

Pro-D is part of the teacher's salary. See Q1 for the Pro-D calculation for part time teachers.

Q5 – What if a Part-time teacher is no longer working, i.e. on medical leave or temp contract that ended, and did not attend the required Pro-D (as per the pro-rated calculation)?

Occurrences are likely infrequent. Consideration will be on a case-by-case basis.

Q6 – Can a teacher with a small FTE, i.e. 0.2 FTE contract which equates to 1- Pro-D day, split attendance over 2-days?

Such an arrangement is decided between the teacher and the administrator or direct supervisor.

Q7 - What happens for a part-time teacher who fulfilled the contractual requirements and attendance at a Pro-D session is considered mandatory by management?

If a teacher has fulfilled their contractual requirements, for example, a 0.6 FTE and the teacher has attended three (3) Pro-D Days already, the teacher or school administrator will need to identify this to payroll, a manual timesheet may be used. Payroll will expense the additional cost to the Board (01.0001.0109.1410.001.000). Currently there are no mandatory Pro-D requirements.

Q8 - If I am a part-time teacher, can I get paid for a mandatory Pro-D attendance before I fulfill my contract requirements?

No, any additional compensation that may be available (for example, through school based Pro-D funds) would not be paid until after the teacher has fulfilled their requirement for Pro-D days that is accounted for in salary.

Q9 - What happens if a teacher attends more Pro-D events than is contractually required? Are they compensated?

No. Attendance at Pro-D events beyond contractual requirements is entirely voluntary and is not paid. There is value in all Pro-D opportunities, these should not be viewed as "unpaid" days but as "learning opportunities". The exception is mandatory Pro-D days. If the Superintendent determines that attendance is mandatory, and part-time teachers have already fulfilled their contractual requirement for Pro-D attendance, they can request to be paid for that day.

TEACHERS TEACHING ON CALL (TTOC)

Q1 - Are TTOCs required to attend Pro-D?

TTOC's can attend all 5 ProD days. They must apply for each day using the TTOC Grant Form, and applications must be made 2 weeks before the Pro D day.

Q2 - What Pro-D is being offered at SD 72?

To learn more, please visit: [SD 72 Professional Development](#).

Q3 – What happens when scheduled Pro-D is considered mandatory by management?

If attendance at a Pro-D Day is mandatory for all District staff, and TTOCs are included in that mandate, then attendance is paid via manual timesheets. Currently there are no mandatory Pro-D for TTOCs.

Q4 - If grant funding is available, who is eligible to apply?

TTOCs who maintain "Active" status through consistently working in SD 72 (Campbell River) and have an up-to-date Availability Declaration form with HR may be eligible for the professional development grant if funding is available. TTOCs who also hold temporary contracts or permanent part-time assignments may access the Pro-D grant or, individual Pro-D but not both. Questions regarding eligibility should be directed to the Pro-D Coordinator: Cathy Fowler at: Cathy.Fowler@sd72.bc.ca.

Q5 - What is the professional development grant application process for TTOCs?

See: [TTOC Professional Development Day Grant Application](#).

Q6 - If there is a paid Pro-D for TTOCs, what is the process for getting paid?

In cases where TTOCs attendance at Pro-D is paid or, when a Pro-D grant application is approved, Pro-D Coordinator informs HR. A job vacancy is created in SmartFind and the TTOC is assigned a job number which is referenced for Payroll purposes. Attendance forms used at the Pro-D event are another indicator of attendance and is used by payroll as a second source of information. District TTOCs are encouraged to sign in using the attendance form provided.