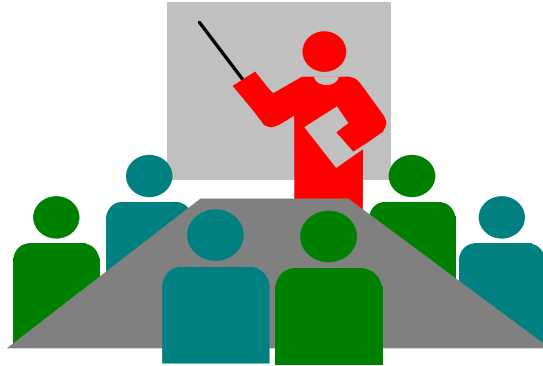


**SUPPORT STAFF
PROFESSIONAL IMPROVEMENT COMMITTEE**



POLICIES AND GUIDELINES

Revised October 14, 2025

WHO IS ELIGIBLE

In accordance with the IAWQ Collective Agreement clause 5-7.00, all active support staff members holding a position are eligible for PIC.

PIC FUNDING

- a) Only applicants that are in active service with WQSB are eligible to be reimbursed for PIC expenses, despite their application being accepted
- b) PIC funds will be available for training for employees of any job category related to all positions within Western Quebec School Board
- c) Material & supplies (with exception to textbooks/eBooks)

APPLICATIONS

Applications **MUST** be submitted for consideration 10 days prior to the proposed activity. A description, link or brochure of the activity **MUST** be attached in order to have the application considered by P.I.C. You may access the link to the application and expense form from the IAWQ website at <https://iawq-aiwq.com/pic/#forms>

Employees must log in with their WQSB account to verify their identity and follow the links in the form. Fill in all the required fields to submit your application or expense claim.

Applications will be automatically sent to your principal or manager for approval and then to the PIC Committee for final approval.

You will receive email notifications to keep you updated on the status.

REIMBURSEMENT - DEADLINE - EXPENSE CLAIMS

You may access the link for the expense claim from the IAWQ website at <https://iawq-aiwq.com/pic/#forms>

Expense claims will be automatically sent to the PIC Committee who will process approved reimbursements.

Expense claims, with **ALL** supporting documents and **detailed receipts**, must be submitted for approval within **30 days** of completion of the activity. Proof of successful completion of the professional improvement activity will be required. Upon successful completion of the training or workshop, employees who remain in active service shall be entitled to claim eligible expenses

MAXIMUM ANNUAL REIMBURSEMENT

The maximum annual reimbursement per individual member is set at \$600 per year/ \$900* per year for members in the northern schools. As of July 1, 2017 tenured employees will have the option to combine PIC funds over a two (2) year period for a maximum allocation of \$1200/\$1800* (*for members in the northern schools: G. Theberge, Noranda, Val d'Or AE, Golden Valley, Anishnabe AE) Maximum allocations **include replacement costs**. Please note that support staff are **prorated according to the percentage of time worked**.

Funds will be allocated on a first-come first-served basis.

FUNDING – PROFESSIONAL IMPROVEMENT WORKSHOPS

Upon successful completion of the training or workshop, employees who remain in active service shall be entitled to claim eligible expenses in accordance with the WQSB travel policy.

- Replacement cost
- Mileage
- Registration Fee (detailed receipt)
- Hotel accommodation - as per receipt
- Hosting fee (available when staying with family or friends)
- Meals (receipts required)

TRANSPORTATION EXPENSES

Transportation expenses will be reimbursed according to WQSB travel policy using the following link: <https://wqsb.sharepoint.com/sites/WQSBFinanceDocuments>

(Car-pooling is encouraged)

- Parking: All parking and toll expenses will be reimbursed upon presentation of receipts.