



Policy n° 2000-HR-01	Regulating the Working Conditions of Management Staff represented by the Sir Wilfrid Laurier Administrators' Association
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NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

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DEFINITION OF TERMS

Administrator:	A person who holds a management position in a service, in a school or in an adult/vocational education centre.
Association:	The Sir Wilfrid Laurier Administrators' Association (SWLAA).
Board:	The Sir Wilfrid Laurier School Board.
Building:	A school, an adult or vocational training centre, head office.
Council of Commissioners:	The governing body of the Board.
Employee Files:	Two (2) files: Human Resources file - held in the Human Resources Department. Professional file - held by the Director General.
Head Office:	The administrative centre of the Board.
Members of the Association:	Any school, centre or service Administrator can become a member of the SWLAA. Also, any person occupying a post that is governed by the <i>Regulation respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal</i> may apply to automatically become a member of the SWLAA by virtue of his application. Only those occupying senior executive positions may NOT be members of the SWLAA. Members of the SWLAA who are also members of another association will not benefit from any provisions in this policy which are governed by their other association.
Placement:	Assignment in a given position. Ex.: Rosemère High School.
Position:	The official rank or status of the Administrator. Ex.: Principal.
Posting:	Call for application for a position.
Professional Relations Committee (PRC):	Committee of three (3) representatives from Head Office [Director General + two (2) delegates] and three (3) representatives of the Association.
Regulation:	<i>Regulation respecting certain conditions of employment of senior staff of school boards and of the Comité de gestion de la taxe scolaire de l'île de Montréal.</i>
Senior Executive:	Director General, Assistant Director General, Senior Advisor to Management.

Senior Staff Member – Centre:	Centre Director, Assistant Centre Director.
Senior Staff Member – School:	Principal, Vice-principal, Administrative Service Supervisor.
Senior Staff Member – Service:	Director, Assistant Director, Coordinator, Foreman, Superintendent, Administration Officer, Personnel Management Consultant, Manager, or any other position as per the Regulation.
Special Project:	A temporary project to fill a temporary need.
Temporary Replacement:	See Regulation.
Years of Experience:	Any complete twelve-month period of full-time or part-time employment within a school board.



PREAMBLE

The Board and the Association agree on the statements below as the philosophical and professional rationale guiding this policy in its objective to attain educational success, quality services and a positive working environment.

The professional involvement and participation of its Administrators are essential to achieving the Board's mission.

The involvement of the Administrators in the development of policies and in the decision-making process is a critical element in ensuring the professional commitment and collaboration of all Administrators to achieve successful implementation of the decisions rendered.

The working conditions shall be conducive to the ideals of enabling Administrators to achieve their professional goals and aspirations.

RECOGNITION

In conformity with the Regulation, the Board recognizes that the executive of the Sir Wilfrid Laurier Administrators' Association (SWLAA Executive) represents the Association for purposes of consultation on the local policy governing working conditions. The implementation of the local policy governing working conditions is overseen by the Professional Relations Committee.

APPLICATION

The Board and the Association agree on the following principles governing the application of this policy.

- ❖ The working conditions determined at the local level shall be added to the conditions of employment prescribed by the Regulation but may, in no case, contravene this regulation.
- ❖ This policy has been developed in accordance with the provisions of the Regulation. It determines the working conditions of Administrators which reflect the needs of both the school milieu and the Head Office, and establishes close and harmonious ties with the Administrators and the Association which represents them.
- ❖ The local policy deals with:
 1. Administrative organization
 2. Payment of salary
 3. Consultation and participation
 4. Job descriptions and eligibility criteria
 5. Classification and Employment Plan including in particular selection, probation, professional file and suspension
 6. Employment benefits including in particular annual vacation, statutory holidays, compensatory time, and leaves without pay
 7. Professional improvement
 8. Professional dues
- ❖ This policy shall apply as soon as the Board confirms it by resolution, and it shall remain in force until such time as it is amended by resolution.
- ❖ Where the Board intends to amend the local policy, it must notify and consult the Association regarding the proposed amendments. Moreover, the Association may request amendments to the local policy, in which case the Association shall submit its proposed amendments to the Board, which must respond thereto.

1. PROFESSIONAL RELATIONS COMMITTEE

- 1.1. The Professional Relations Committee (PRC) shall consist of three (3) members representing the Association, the Director General and two (2) designates. This committee shall be named no later than September 15 of each year. The SWLAA Executive is responsible for naming the members representing the Association and the Director General, his two designates.
- 1.2. The PRC will meet at the request of either party and will determine its own internal rules.
- 1.3. The PRC will study any requested change and will prepare its recommendation for the Board and the Association.
- 1.4. The PRC shall monitor the application and interpretation of all articles contained within this policy.
- 1.5. Any problem related to interpretation or to the application of this policy will be referred to the PRC.
- 1.6. A joint meeting of the Administrators' Associations' PRCs shall be scheduled at the request of both executives or with the agreement of both executives.

2. ADMINISTRATIVE STRUCTURE

- 2.1. The administrative structure refers to the administrative positions that are in place and approved by the Council of Commissioners (see section 133 of the Regulation.)
- 2.2. Prior to any change in the administrative structure, the Board, respecting the rules governing consultation (see section 182 of the Regulation), shall consult the Association on its organizational plan through the PRC at least thirty (30) days prior to adoption by the Council of Commissioners.
- 2.3. Before creating a special project, the Board must consult the PRC.
 - 2.3.1. The consultation must specify the following information:
 - the objective(s) of the project
 - the nature of the project
 - the duration of the project
 - the personnel required for the project
 - the source of funding for the project
- 2.4. A special project may not exceed thirty-six (36) months from the start date.
- 2.5. In the event that the Board deems that the special project position is required on a permanent basis and after consulting with the PRC, it shall proceed with the process outlined in section 2.2.

3. STAFFING

- 3.1. The Board shall inform the Association of any change to staffing requirements, or modification of existing administrative assignments, and will inform the Administrators concerned of the impending changes. This includes changes in job descriptions of members of the Association, the number of positions and the locations of positions.
- 3.2. The Board shall inform the Association of its staffing plan as well as the vacancies that will have to be filled at least thirty (30) days prior to a recommendation to the Council of Commissioners.

4. ROLE DESCRIPTION AND CRITERIA OF ELIGIBILITY

- 4.1. All Administration positions will have a role description and criteria of eligibility.
- 4.2. The Board shall establish the role description of each position according to the Regulation.
- 4.3. The role description for each new position will be subject to consultation with the PRC prior to posting. The role description will include any delegated powers or specific mandates accorded by the council of commissioners or by the director general.
- 4.4. The criteria for eligibility for any Administrator position must be in accordance with the Regulation. Any additional criteria may be included only after consultation with the Association via the PRC.
- 4.5. Administrators will be considered eligible for the position or any position of the same or inferior status, subject to the requirements.

5. CLASSIFICATION

- 5.1. It is the responsibility of the Board to classify all its Administrators in accordance with the Regulation.
- 5.2. The Board will review, adjust and inform each of its Administrators in writing of his classification and salary no later than November 30 of each year.
- 5.3. The Administrator whose status or salary changes will receive, no later than thirty (30) days following the change, a statement of status, function and salary scale.
- 5.4. The Board will transmit to the Association, no later than November 30 of each year, a list of its Administrators with the classification and salary scale.
- 5.5. All newly appointed Administrators will receive from the Board access to the documents on the working conditions of Administrators (the Regulation and the local management policy).

6. ASSIGNMENT AND VACANT POSITIONS

- 6.1. As a general rule, Administrators are promoted from within the ranks of current Administrators. Any vacant positions will be posted in the shortest time frame possible.
- 6.2. Should a position become vacant, the Director General will proceed to replace until the selection process is completed. The details of the replacement process appear in section 6.3 below. The remaining articles of this section apply in the eventuality that the regular position is deemed to be considered for a regular assignment and not a replacement.
- 6.3. The Director General will consider the voluntary transfers of Administrators of the same position prior to posting a vacancy.
- 6.4. In the event that only one Administrator in a regular position applies for the vacant post, the Director General may recommend their appointment to the Council without a selection committee.

7. TEMPORARY REPLACEMENT

- 7.1. In the event of an absence during the course of the year in a management position, the Director General may name an interim replacement.
- 7.2. To be considered for replacement purposes, candidates must meet the minimal requirements as defined in the Regulation.
- 7.3. When the duration of a replacement exceeds six (6) months, the administrator fulfilling the replacement will receive the classification of the temporary position.

8. SELECTION COMMITTEE

8.1. Mandate

- ❖ Review the applications as screened by Human Resources
- ❖ Review the evaluation criteria
- ❖ Meet and interview each admissible candidate
- ❖ Recommend a candidate to Council

8.2. Composition

- ❖ One (1) commissioner
- ❖ The director general or delegate
- ❖ The director of human resources or delegate
- ❖ One (1) member of SWLAA, named by its Executive
- ❖ One (1) member of the Association québécoise des cadres scolaires (AQCS), named by its Executive
- ❖ For the selection of a subordinate position, the immediate superior will be on the committee in place of the relevant association member.

9. RECRUITMENT

- 9.1. For the purpose of establishing a pool of potential Administrators, the Board will establish a screening process for interested internal and external admissible candidates in consultation with the SWLAA Executive.

10. PROBATION

- 10.1. Any person named as an Administrator for the first time shall be subject to a probation period of one (1) year in accordance with a process to be established by the Board after consultation with the SWLAA Executive (as per the Regulation).

11. EMPLOYEE FILES

- 11.1. The Board undertakes to comply with the *Act Respecting Documents Held by Public Bodies and Protection of Personal Information*.
- 11.2. The Board will have an employee file for each of its Administrators stored in the Human Resources Department.
- 11.3. In addition, the Director General will have a professional file for each Administrator. The Director General has the sole responsibility for this file.
- 11.4. Administrators may consult their files upon request.

12. SUPPORT TO ADMINISTRATORS

- 12.1. Support to the SWLSB administrators comes in various ways. The main objective is to allow each administrator to receive a common minimal training to ensure basic knowledge about our organization. During the course of their career at SWLSB, each administrator will have opportunities for ongoing training, coaching and support as highlighted below:

- ❖ **Training**
When hired, the Board will provide mandated basic training to get an overview of the SWLSB services and support available.

In addition, yearly training opportunities are offered by all the SWLSB departments in order to enable each administrator to either refresh or improve their knowledge regarding specific topics related to their roles and responsibilities.

The SWLSB will ensure that all training offers are accessible electronically for all its administrators.
- ❖ **Mentoring/Coaching**
Both individual and group specific coaching will be made available to administrators. These sessions are the result of targeted areas the administrator identified in collaboration with his/her immediate superior and the approval of the general directorate.

The SWLSB will also ensure that all vice-principals have access to mentoring and coaching sessions specific to their role and responsibilities.

Mentoring is also encouraged through networking and communicating with other colleagues.
- ❖ **Performance Appraisal**
A yearly performance appraisal process takes place for all administrators. The process will be discussed yearly at the Administrators Performance Appraisal Committee in the spirit of continued improvement. Adjustments could be made to ensure the process answers the individual and systemic needs over time.
- ❖ **Professional Development**
Each administrator is encouraged to identify and participate in professional development workshops and conferences. Funds are reserved yearly from each administrator's yearly salary in order to facilitate access to professional development activities.
- ❖ **Employee Assistance Program**
The SWLSB will ensure access and promote the services of its employee assistance program to all its administrators. Support, which includes online support, can be provided in various areas:
 - professional counselling
 - family support
 - financial planning
 - legal support
 - health support (nutrition, fitness, stress management, etc.)
 - career counselling

13. DISCIPLINARY MEASURES

- 13.1. If the Board intends to take disciplinary measures, it shall convene the individual concerned to a meeting and copy the Association on the convening letter. In this meeting, the Board will be represented by the Director General and/or his delegate and/or an additional Senior Staff Member. The Administrator may have a representative of the Association present at this meeting.

- 13.2. The procedure indicated shall be provided in written form with a 48-hour notice for the meeting, unless the urgency of the situation requires a shorter delay. In such a case, a 24-hour notice shall be required.
- 13.3. The Board shall indicate the reasons for the application of disciplinary measures in its written notification.
- 13.4. Any written disciplinary measures to be filed shall be presented at a formal meeting with the Director General or his delegate and/or an additional Senior Staff Member and the person involved and/or a representative of the Association at the administrator's request.
- 13.5. A copy of any written disciplinary measure given to any Administrator shall also be sent to the Association upon request of the individual concerned.
- 13.6. The Administrator concerned or the Association shall have the right to react in writing to any disciplinary measure that the Board may place in the Administrator's file.
- 13.7. The Administrator receiving a disciplinary measure, with the exception of a suspension without pay, may submit his case to the PRC.
- 13.8. Except for disciplinary demotions that have not been revoked, disciplinary measures will be kept in a sealed envelope in the administrator's employee file and will be dealt with as follows:
 - 13.8.1. Every warning letter will become null and void after 100 actually worked days after the date it is issued;
 - 13.8.2. Every letter of reprimand will become null and void after 200 actually worked days after the date it is issued;
 - 13.8.3. Every suspension will become null and void after 300 actually worked days after the date it is issued.
- 13.9. In the case of a subsequent disciplinary measure within the time period prescribed above, the expiry date of the remaining measures in the employee file shall automatically be carried forward to the expiry date of the latest disciplinary measure.
- 13.10. Any disciplinary letters null and void will be returned to the administrator.
- 13.11. Should an Administrator contest any disciplinary measure taken, the procedures for appeal at the local level are specified in the Regulation.
- 13.12. If and when an Administrator leaves the Board, a copy of his employee and professional files will be remitted upon request.

14. SUSPENSION

- 14.1. For reasons of insubordination, incompetence, immorality, negligence or gross misconduct, the Board may suspend an Administrator.
- 14.2. This suspension shall apply only after the Administrator and/or a representative of the Association have met with the Director General or his delegate and/or an additional Senior Staff Member.
- 14.3. The Board shall advise the Administrator of the suspension in writing. This notice shall include:
 - ❖ The date and length of the suspension, as determined by the Board;
 - ❖ The reasons for the suspension;
 - ❖ The conditions for return to work.
- 14.4. The suspended (with pay) Administrator may submit his case to the PRC.

- 14.5. After examining the case, the Board shall, within fifteen (15) days of the suspension, reinstate the Administrator or take the necessary steps for dismissal.
- 14.6. Suspension is with pay pending the decision of the Director General or his delegate.
- 14.7. All suspensions without pay shall be ratified by Board resolution.
- 14.8. An Administrator who is cleared of any wrongdoing, after or during a suspension, shall be reinstated in his actual position with no loss of salary and receive a copy of the Board resolution confirming exoneration of all blame.

15. TERMINATING A CONTRACT OR DISMISSAL

- 15.1. The Administrator and the Director General or his delegate may jointly agree to terminate a contract of employment.
- 15.2. Suspension leading to termination of a contract or dismissal shall be for reasons stated in section 14.1, for criminal action and/or for repeated actions involving several disciplinary measures.
- 15.3. The Director General or his delegate shall advise the Administrator of the suspension leading to the termination of a contract or dismissal in writing. A copy of this letter will also be sent to the President of the Association. This notice shall include:
 - ❖ The date of the suspension;
 - ❖ The reasons for the suspension;
 - ❖ The date, time and place where the recommendation for dismissal will be presented to the Council of Commissioners. The meeting must be within fifteen (15) and thirty-five (35) days from the receipt of this letter.
 - ❖ The right to address Council with or without a representative of the Association.
- 15.4. The first fifteen (15) days is intended for the Association to investigate and intervene on behalf of the Administrator.
- 15.5. Should an Administrator object to the dismissal, the appeal procedures are noted in the Regulation.

16. ADMINISTRATIVE REORGANIZATION

- 16.1. In the event of an administrative reorganization resulting from a Board resolution, any Administrator whose position is abolished will maintain security of employment and will be entitled to another vacant post provided that the eligibility criteria of the vacant post are met.

17. SURPLUS OF PERSONNEL

- 17.1. An Administrator on surplus will have priority for placement purposes when another position of equal or lesser salary becomes vacant.
- 17.2. Prior to determining surplus, the Board must consider the following:
 - ❖ Voluntary departures
 - ❖ The intentions (career plans) of its Administrators
 - ❖ Pre-retirements
 - ❖ Surplus depletion measures
 - ❖ Relocation within or outside the Classification Plan
 - ❖ Separation bonuses
 - ❖ Other possibilities

- 17.3. In the event that the surplus of personnel is not depleted using section 17.2, the Association must be consulted about the criteria that will be applied. Among the criteria will be: administrative experience; academic qualifications; pertinent professional improvement activities; the needs of the system.
- 17.4. The Board and Association will jointly agree to the addition of any other criteria and will work towards finding a resolution to any problem arising from the application of section 17.3.

18. CIVIL RESPONSIBILITY AND CRIMINAL PROCEEDINGS

- 18.1. The Board shall cover all legal expenses for any Administrator accused in a civil or criminal suit filed while in the performance of duties carried out in good faith according to established or approved Board policies and procedures. Exception is made if the Board itself takes such action. The Board will not reclaim any expenses unless it is established through a court decision that the Administrator has committed a serious offence or demonstrated gross negligence.

The administrator has the right to add to the prosecutor chosen by the Board, if necessary, his own prosecutor, however related costs shall be covered by the administrator.

As soon as the Board's civil liability is recognized by the latter or established by the court, the Board compensates any administrator for the total or partial loss, theft or destruction of personal property normally used or brought to his workplace, unless the administrator has shown gross negligence; in the event that such loss, theft or destruction is already covered by insurance held by the administrator, the compensation paid will be equal to the loss actually suffered by the administrator.

An administrator who claims to be entitled to compensation under this section must produce a written document in support of his claim.

19. ANNUAL VACATION

- 19.1. Annual vacation is determined by the Regulation and is to be taken in agreement with the immediate superior concerned.
- 19.2. Vacation days may not incur any additional expense to the Board.
- 19.3. The annual vacation for Administrators is thirty (30) days.
- 19.4. For vacation purposes, the year begins July 1 and ends on June 30. For new Administrators, vacation days are given at the end of their first administrative assignment; however, with the permission of the immediate superior, the Administrator may request to borrow a vacation allocation up to ten (10) days prior to the end of the first year.
- 19.5. The Administrator shall submit his vacation plan to his immediate superior according to the process and return the form to the Director General by the annual deadline established by the Board.
- 19.6. The Administrator shall be entitled to at least four (4) weeks of vacation during the summer period unless another agreement has been made with the immediate superior. In-school Administrators should normally schedule vacation when students and staff are not present.
- 19.7. The holiday shutdown between Christmas and New Year's Day is granted to SWLAA members but excluded from the vacation period.
- 19.8. Vacation days are normally NOT cumulative. Exceptionally, an Administrator may request to defer some of his vacation days to the following year in a written accord with the Director General.
- 19.9. In the case of hospitalization or convalescence during the course of a vacation period, this time period shall be considered non-vacation time and the Administrator may take these days at a later time. The timing of these days must be approved by the Director General.

20. STATUTORY HOLIDAYS AND SPECIAL LEAVES

- 20.1. The Board shall accord to its Administrator all the special leaves and statutory days that are granted to its unionized personnel.
- 20.2. When a day described in section 20.1 conflicts with the holiday period of an Administrator or if an Administrator must work during that period, these days will be taken at a later date in agreement with the immediate superior.

21. COMPENSATORY TIME

- 21.1. The Board will take into consideration those hours that are required to accomplish the assigned task and are outside the normal work week. This consideration will take the form of a maximum of ten (10) days of compensatory time outside of the vacation days.
- 21.2. These days cannot be accumulated; they must be taken during the course of the current year in agreement with the immediate superior.
- 21.3. Compensatory days may be taken providing that they do not have a negative impact on the functioning of the school and only after vacation time has been exhausted.

22. LEAVE WITH SALARY (STUDY)

- 22.1. The Board may agree with the in-service committee to allow an Administrator to be paid while on leave for study purposes provided the leave is directly linked to a Board need. The Administrator shall maintain all rights and privileges and shall be assured of the regular post upon return.

23. LEAVE WITHOUT SALARY

- 23.1. The Board may grant an Administrator a leave without pay for personal matters, in-service or for any valid reason.
- 23.2. If the Board refuses the Administrator's request, it shall do so for cause and inform the Administrator of the reasons in writing.
- 23.3. The Board and the Administrator will agree as to the duration of the leave and to the protocol for return to work.
- 23.4. The Administrator may request an extension. This request must be made sixty (60) days prior to the end of the leave.
- 23.5. During any leave granted by the Board, the Administrator shall continue to accumulate seniority and years of experience and will be entitled to all the benefits of a full-time employee in the areas of insurance, holidays, etc.
- 23.6. After a one-year absence, the Administrator shall be entitled to return to the original post.
- 23.7. After an absence of more than one year, the Administrator may be assigned to the original position or given an equivalent placement.
- 23.8. The Board and the Administrator on leave may agree to an early return to work.

24. LEAVE FOR PUBLIC OFFICE OR PROFESSIONAL PURPOSES

- 24.1. The Board will allow an Administrator a leave of absence without pay for any reason relating to public office or social or professional demands that it deems valid.

- 24.2. An Administrator who obtains leave for professional affairs or public office must reach an agreement beforehand with the Board on the terms and conditions of the leave and eventual return to work.
- 24.3. The Board recognizes that its Administrators have the same rights as the general public to participate in public affairs.
- 24.4. An Administrator who announces an intention to run as candidate at the municipal, provincial or federal level will be eligible for a leave of absence without pay for the duration of the electoral campaign.
- 24.5. If elected, the Board will accept the Administrator's request for a leave of absence, without pay, for the duration of the mandate.
- 24.6. The Administrator on a leave of absence without salary to fill a public office must give the board at least thirty (30) days written notice of his intention to return to work at the board.
- 24.7. During any leave granted by the Board, the Administrator shall continue to accumulate seniority and years of experience.
- 24.8. An Administrator called for jury duty or called as a witness in a case where the Administrator is not a party shall maintain full salary without penalty.
- 24.9. The Board recognizes that an Administrator may represent the Association at the local or provincial levels without penalty.
- 24.10. The Board will agree to release, without penalty, any Administrator under the following conditions, at the request of the Association:
 - ❖ To participate in local or provincial negotiations;
 - ❖ To participate on the PRC or in-service committees;
 - ❖ To participate in activities called by the Association.
- 24.11. The Board will renew any request for a continuance in a leave of absence for Association activities.

25. TRAVEL AND PERSONAL EXPENSES

- 25.1. Any Administrator is entitled to reimbursement for expenses incurred while in the exercise of duties in accordance with Board policy.

26. SALARY DISBURSEMENTS

- 26.1. The Board will disburse the annual salary into payments every two weeks by direct deposit.
- 26.2. Salary installments will be paid by direct transfer to the bank account identified by the Administrator.
- 26.3. Adjustments that result from changes in classification will be made no later than the second pay in November of each year.
- 26.4. Administrators will have access to their pay slips by electronic means.

27. PROFESSIONAL DEVELOPMENT

- 27.1. The Board and the Association agree that the professional development of Administrators involving in-service or pre-service activities, conferences and seminars, university courses and project research is integral to the qualitative goals of the school system. Professional development is vital to ensure:

- ❖ The acquisition or development of skills needed to help Administrators in their daily work;
 - ❖ The acquisition of new skills or attitudes relative to the evolution of the increased responsibilities of an Administrator;
 - ❖ The enhancement of the quality of service and the effectiveness and the efficiency of the administrative team;
 - ❖ The individual professional growth of Administrators in areas of interest or in areas directly relevant to their function.
- 27.2. The Board and the Association shall establish a Professional Improvement Committee (PIC) comprised of three (3) members of the Association, the Director General or delegate, the Assistant Director General and the Director of Human Resources.
- The committee will establish rules and procedures and decide on the disbursement of any PIC monies accumulated in the central account established with sums accumulated when individual maximums have been reached and therefore not ascribed to individual Administrators, or from any other source of funds credited to this account for purposes of professional improvement.
- 27.3. The Board shall allocate a budget for professional improvement equal to 1% of the gross salary of the members of the Sir Wilfrid Laurier Administrators' Association.
- 27.4. The budget allocated for professional development will be distributed equally among all members of the Sir Wilfrid Laurier Administrators' Association.
- 27.5. An Administrator may carry forward the annual individual allocation for each year for a maximum of three (3) years. This three-year maximum will remain in the Administrator's PIC account until partially or totally used, and the account cannot ever exceed the three-year maximum.
- 27.6. Problems arising in the application of this section will be referred to the PRC.

28. PROFESSIONAL DUES

- 28.1. The methods of remitting all professional dues will be a topic for agreement between the Board and the Association.
- 28.2. The Board will transmit, prior to September 15 of each year, to the local and provincial Associations an updated listing of the name of each Administrator and his:
- ❖ Classification
 - ❖ Salary
 - ❖ Place of work, address, phone number
 - ❖ Personal address and phone number
 - ❖ Email address
- 28.3. The Board will deduct the dues according to the agreement between the Board and Association with respect to all the members belonging to the Association.
- 28.4. At the beginning of June, if necessary, the provincial or local Association will contact the Board in order to determine the annual professional dues to be deducted.