



**LETTER OF UNDERSTANDING**  
**BETWEEN**  
**SCHOOL DISTRICT 33 (CHILLIWACK)**  
**AND**  
**CHILLIWACK TEACHERS' ASSOCIATION (CTA)**

**Re: Inservice – Professional Development**

The purpose of this Letter of Understanding is to recognize the need for a shared understanding and clear processes regarding:

1. District Required Inservice
2. Teacher Professional Development
3. Learning Services – Specialists

This will provide our Teachers and Principals and Vice-Principals with a clear detailed process of what paper work needs to be completed, when and how to log for a TTOC, as well as TTOC charge back costs.

**IN-SERVICE (first column from the Flow Chart)**

1. The first column on the flow chart applies to **all teachers** in the Chilliwack Teachers' Association.
2. In-Service must be **pre-approved** with the Supervisor/Principal.
3. The Principal or Designate will determine whether attendance is required and whether a Teacher Teaching on Call (TTOC) is needed.
4. Where attendance is required by the Employer, the District will pay the full cost, including:
  - o Registration
  - o Travel
  - o Meals
  - o Accommodation (where applicable)

**Teacher should log it in the system as follows:**

- Logged as **In-Service**
- Non-enrolling teachers: no replacement required
- Enrolling teachers: replacement required; District will pay TTOC cost

## **PROFESSIONAL DEVELOPMENT (PRO-D) (second column from the Flow Chart)**

1. The Second column on the Flow chart applies to **all teachers** in the Chilliwack Teachers' Association.
2. **CTA pre-approval is required** to access Pro-D funds.
3. Teachers may initiate access to Pro-D funding in accordance with the CTA Professional Development Handbook.

### **Teacher should log it in the system as follows:**

- Logged as **Education Leave: Short Term Leave (Article G.25.2.a)**
- Any loss of service to the District **while students are in session**, will be at the cost of a **TTOC (even if a TTOC is not sent or required)**.

## **LEARNING SERVICES DEPARTMENT TRAINING (third column on the Flow Chart)**

1. For **Learning Services Teachers**, a hybrid option is available if the conference/event does not fall into one of the first two options (In-Service or Professional Development). If it does, the hybrid option does not apply.
2. The event/conference will be discussed collaboratively between the Site Supervisor, and the CTA Pro-D Chair to determine how the learning benefits the broader District.
3. Teachers must complete the **pre-approval form** for the Site Supervisor and the CTA Pro-D Chair for their approval four (4) weeks prior to the activity.

### **Teacher should log it in the system as follows:**

- Logged as **Education Leave**
- No TTOC required
- No loss of service charge
- Teachers may access Inservice funds through their supervisor and their own Pro-D funds
- In situations that are anomalous or unclear, the matter will be adjudicated on a case-by-case basis by the CTA Pro-D Chair and the Director of Human Resources.

## **SPEECH-LANGUAGE PATHOLOGISTS AND SCHOOL PSYCHOLOGISTS (fourth column on the Flow Chart)**

1. Speech-Language Pathologists and School Psychologists are required to complete **45 hours of professional learning** as required to maintain their certification and both the Union and the Employer want to assist with ensuring that maintenance of certification is as barrier free as possible.
2. The event/conference will be discussed collaboratively between the Site Supervisor, and the CTA Pro-D Chair to determine how the learning benefits the broader District.
3. The event/conference may fall into column one **In-Service**, column two **Professional Development** or a **combination of both Pro-D and In-Service**.

- Teachers must complete the **pre-approval form** for the Site Supervisor and the CTA Pro-D Chair for their approval four (4) weeks prior to the activity.

**Teacher should log it in the system as follows:**

- Logged as **Education Leave**
- No TTOC required
- No loss of service charge
- Teachers may access Inservice funds through their supervisor and their own Pro-D funds
- In situations that are anomalous or unclear, the matter will be adjudicated on a case-by-case basis by the CTA Pro-D Chair and the Director of Human Resources.

The CTA and the District agree to maintain and periodically review the shared visual framework outlining the distinctions between in service, professional development and certification learning through ongoing discussions. We understand that there will be compelling situations and the CTA and the District are open to working together to problem solve on "Special Cases."

This document supports consistent application across schools and departments and reinforces equitable access to PD resources for all teachers. The parties agree that the Teacher Professional Development and In Service Flow Chart shall be included as Appendix A to this Letter of Understanding. The appendix serves as a visual representation of the distinctions, processes and funding responsibilities in this agreement.

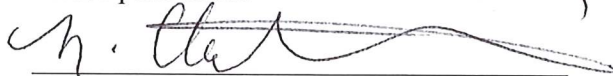
The terms of this agreement will be effective July 1, 2026 - June 30, 2027 unless the parties agree to continue the terms beyond that date. The parties will meet no later than January 31, 2027 to discuss continuing or amending this agreement for the September 2027 – 2028 school year.

This agreement is strictly on a without prejudice and without precedent basis and is not to be referred to in any other matter.

Agreed this 8<sup>th</sup> day of June, 2026.

For School District 33


Nadine Clattenburg  
Please print name

  
Signature

DIRECTOR - Human Resources  
Title

For CTA

Reid Clark  
Please print name

  
Signature

President  
Title



# Teacher Professional Development and In-Service

## In-Service

- Principal determines if teacher must attend therefore principal can determine if TTOC is needed
- Pre-approved with supervisor
- District paying the entire amount (hotels, meals, registration, flights)
- For example, Home Economics Teacher is required to have Food Safe Certificate

## Professional Development

- Teacher initiates \$200/year to a maximum of \$800
- Apply for \$2000 CARE
- Must have CTA pre-approval to use Pro-D Funds
- International Conference - Pro-D Fund may be accessed through the CTA up to \$5,000

## Learning Services Department

- Conversation between Supervisor, HR, and CTA Pro-D Chair to see how training will benefit the entire district
- Could be a combo of Pro-D and In-Service
- Teacher completes pre-approval form for CTA PD Chair and Director of Human Resources

## Speech Pathologist and School Psychologist

45 hours of Professional learning required to maintain certification

### Chosen Learning Activity

- If activity occurs on designated Pro-D days teacher can access funds under Professional Development.
- For those situations that are anomalies they will be adjudicated on a case by case basis by the CTA PD Chair and Director of Human Resources.
- Teacher completes pre-approval form for CTA PD Chair and Director of Human Resources

### How to Log Your Absence:

- Log as In-Service
- Non enrolling teachers choose no replacement required
- Enrolling teachers choose replacement required, District will pay

- Log as Education Leave
- Loss of service to the District will be at the cost of a TTOC for that teacher even if no TTOC is sent/required
- If occurs on PD day no cost of TTOC

### Chosen Learning Activity

- Log as Education Leave
- No TOC required or loss of service charge
- Teacher can access District funds and their own Pro-D funds.

