

	Lloydminster Catholic School Division – Administrative Procedures	
	AP 430 – Human Resource Development	
Related LCSD AP's		
Form(s)		
References:	<i>The Education Act, 1995 sections 85, 87</i>	
Received by the Board: November, 2025		Update: November, 2025

Background:

Human resource recruitment and retention has been identified as a priority. To encourage and support the development of our teachers and administrators, Lloydminster Catholic School Division provides the opportunity to obtain financial assistance while completing their studies.

Procedures:

1. Master's Programs

Goal: To support teachers and current administrators in earning a Master's degree at a recognized university.

Structure: Pay tuition up to \$5,000.00 per year to a maximum of \$10,000.00 for tuition in a university recognized by the Saskatchewan Professional Teachers Regulatory Board (SPTRB) and the Teacher Salary Classification Board (TSCB) with the following understandings:

1. Payment will be made at the successful completion of each course, to a maximum of \$10,000.00. A transcript and tuition receipt indicating costs endured by the employee will be submitted to receive payment.
2. This bursary requires a three-year commitment of return service from the teacher/administrator following the successful completion of the Master's program. If return of service tenure is not complete, the candidate will be required to repay the bursary in full to the school division.
3. Return service does not include time for leaves.

Implications:

1. The Board of Education's financial commitment will range from nil to \$10,000.00 per year dependent on the number of applicants selected for the bursary.
2. Teachers and administrators accepting this bursary may apply for an administrative position; but participation, though a distinct asset, forgoes an open employee selection process.

2. French Immersion Undergraduate Recruitment and Retention Strategy

Goal: To support LCSD alumni undergraduate French Immersion teachers in earning a Bachelor of Education degree at a recognized university.

Structure: Reimburse up to a maximum of \$5,000.00 for tuition to a university recognized by the Saskatchewan Professional Teachers Regulatory Board (SPTRB) and the Teacher Salary Classification Board (TSCB) with the following understandings:

1. A payment of \$5,000.00 will be paid to the teacher following the completion of the required classes to obtain a Bachelor of Education degree, and the candidate has signed a teaching contract with Lloydminster Catholic School Division.
2. This bursary requires a three-year commitment of return service from the teacher following the successful completion of the Master's program. If return of service tenure is not complete, the candidate will be required to repay the bursary to the school division in full.
3. Return service does not include time for leaves.

Implications:

1. The Board of Education's financial commitment will range from nil to \$10,000.00 per year dependent on the number of applicants selected for the bursary.
2. Teachers and administrators accepting this bursary may apply for an administrative position; but participation, though a distinct asset, forgoes an open employee selection process.

3. French Immersion Teacher Candidate Recruitment

Goal: To support French Immersion teacher candidates earning a Bachelor of Education degree at a recognized university complete their practicum placement in Lloydminster Catholic School Division.

Structure: Reimburse up to two students up to a maximum of \$4,000.00 for tuition for the practicum semester to a university recognized by the Saskatchewan Professional Teachers Regulatory Board (SPTRB) and the Teacher Salary Classification Board (TSCB) with the following understandings:

1. Payment will be made at the completion of the practicum placement, to a maximum of \$4,000.00. A tuition receipt indicating costs endured by the employee will be submitted to receive payment.
2. This bursary will cover only tuition and will not cover additional university fees.
3. Candidates that have been hired by another school board at the time of their practicum placement are not eligible for this bursary.

Implications:

1. The Board of Education's financial commitment will range from nil to \$8,000.00 per year dependent on the number of applicants selected for the bursary.

2. Teacher candidates who sign a teaching contract with Lloydminster Catholic School Division will be eligible for additional division sponsored bonuses.

4. **Hiring Strategies**

- 4.1. Early Hiring - The annual process for hiring is moving from a pattern of hiring in May and June to hiring based on actual and anticipated need in defined areas where teacher availability presents early opportunity and availability.

- 4.2. University Hiring Fairs

- 4.2.1. Interns Interviews: all interns interning in Lloydminster and area receive an invitation to attend an interview.
- 4.2.2. Opportunity for school division promotion.
- 4.2.3. Connection to “Early Hiring” with the possible early screening and interviewing of candidates for specific positions.

5. Enhancement of Professional Technology Supports includes

- 5.1. Laptop Program to enhance the professional toolset
- 5.2. Web-based Remote Access (Office 365, Google Workplace, etc.)