

FACT - INFORMATION SHEET

Custodial–Maintenance and Office, Clerical, Technical Staff and Educational Assistants CUPE 997 PROFESSIONAL DEVELOPMENT FUND

PURPOSE

The purpose of the CUPE 997 Professional Development Fund is to enhance the skills, knowledge and personal growth of CUPE 997 Members.

WHO CAN ACCESS?

Trillium Lakelands District School Board permanent and long term temporary members of the Custodial/Maintenance or Office, Clerical, Technical and Educational Assistants CUPE Local 997 bargaining units.

WHAT EXPENSES ARE COVERED?

- ✓ Supply staff costs, if applicable
Note: Temporary employees are not entitled to compensation for lost wages while attending PD approved through the CUPE PD fund.
- Registration fees for Workshops, Courses, Conferences, etc.
- ✓ Mileage expenses
- ✓ Textbooks as applicable

WHAT EXPENSES ARE NOT COVERED?

- ✓ Hotel & Meals

HOW MUCH WILL I BE REIMBURSED FOR?

- to a maximum of \$600.00 per application
- **supply staff costs are the first expense deducted**, followed by registration fees, then mileage expenses (there is a \$100 cap on mileage) and required textbooks

Example #1: You are approved to attend a 1 Day Workshop which requires supply coverage:

Supply Coverage Cost	\$ 120.00	Dependent on position/rate of pay
Workshop Registration Fee	\$ 200.00	
Mileage/Travel Expenses	\$ 60.00	At TLDSB mileage rate
<u>Textbook</u>	<u>\$ 100.00</u>	<u>Textbook must be required and receipts submitted</u>
TOTAL	\$ 480.00	

CUPE PD Fund charges: \$ 480.00 (supply, registration & mileage costs)

Your reimbursement: \$ 360.00 (registration, mileage and textbook).

Example #2: You are approved to attend a 2 Day Conference which requires supply coverage for both days:

Supply Coverage Cost	\$ 240.00	Dependent on position/rate of pay
Conference Registration Fee	\$ 300.00	
Mileage/Travel Expenses	\$ 100.00	At TLDSB mileage rate
TOTAL	\$ 640.00	

CUPE PD Fund charges: \$600.00 (supply, registration and \$60.00 re mileage).

Your reimbursement: \$360.00 (registration and \$60 mileage)

Due to the cap on the CUPE PD Fund of \$600.00 per application.

Example #3: You are approved to attend a Course, involving 6 sessions, which requires no supply:

Supply Coverage Cost	\$ 0.00	
Course Registration Fee	\$ 400.00	6 Sessions
Mileage/Travel Expenses	\$ 189.00	70 km x 6 @ TLDSB mileage rate
TOTAL	\$ 589.00	

CUPE PD Fund charges: \$500.00 (registration and \$100.00 maximum re mileage)

Your reimbursement: \$500.00 (“ “ “ “ “ “ “ “

HOW DO I APPLY?

You must complete the *CUPE PD Fund Application Form* a **minimum of 2 weeks prior** to the professional activity, and forward, via Fax to:

Secretary, CUPE PD Fund - 1-866-742-1741

Please note you must have "prior approval" from the CUPE PD Fund Committee - applications to the PD Fund for professional activity received after attending will not be approved.

WHERE DO I FIND THE APPLICATION FORM?

The Application Form is available on our website at www.cupe997.ca - "Resources> PD Fund" OR accessed via TLDSB's First Class.

From your First Class Desktop:

- open CUPE 997 Conference Site
- open Performance Appraisals & PD Fund Procedures
- open CUPE PD Fund Application Documents

WHO DETERMINES IF MY APPLICATION WILL BE APPROVED?

Upon receipt of your faxed information, the Secretary of the CUPE PD Fund, forwards via e-mail your completed application to the CUPE PD Fund Committee Members. The Committee Members forward their concurrence for approval or requests the Secretary to contact you for further information or clarification. Please review the CUPE 997 Professional Development Fund Guidelines for information regarding the administration of the Fund.

HOW LONG WILL IT TAKE FOR MY APPLICATION TO BE PROCESSED?

The Committee reviews and processes all applications via e-mail. It is imperative you complete all information requested on the CUPE PD Fund Application Form including "Title of the Professional Activity", "Value of Attending the Professional Activity" and "Acknowledgement of Principal/Supervisor".

You will be contacted by the Secretary of the CUPE PD Fund, to confirm approval or to request further information or clarification within approximately 2 weeks from your submission date.

HOW WILL I KNOW IF MY APPLICATION HAS BEEN APPROVED?

The Secretary of the PD Fund, will contact you by First Class e-mail to confirm your approval or if the Committee requires further information or clarification regarding your application.

HOW AM I REIMBURSED?

You must complete and forward in one "package" Expense Form and Evaluation Form and ensure you include:

- your receipt showing payment
- a copy of information confirming successful completion of the approved course where applicable
- course description / outline

Forward your completed package to:

Secretary CUPE/TLDSB PD Fund via:

Fax – 1-866-742-1741 **or**

Board Courier - Secretary CUPE/TLDSB PD Fund, c/o CUPE Local 997 – Lindsay Board Office or

Scan and forward via e-mail to pdfund@cupe997.ca

HOW LONG WILL IT TAKE FOR MY REIMBURSEMENT TO BE PROCESSED?

The processing will be significantly delayed if any of the following is not included:

- Receipt showing amount paid
- copy of information confirming successful completion of the approved course where applicable

- the supply staff information where applicable
- completed and submitted Evaluation and Expense Forms

Requests for reimbursement which include all of the required information will take approximately 3 to 4 weeks.

HOW WILL I RECEIVE MY REIMBURSEMENT?

Your reimbursement be processed by the Accounting Department and deposited directly into the same bank account as your pay. You will receive confirmation of the processed reimbursement via your First Class e-mail account.

WHO DO I CONTACT FOR FURTHER INFORMATION?

Please do not hesitate to contact the Secretary of the CUPE PD Fund via e-mail - pdfund@cupe997.ca, any of the members of the CUPE Local 997 PD Fund Committee (noted below), your Chief Steward or the CUPE 997 office.

CUPE Local 997 PD Fund Committee:

Custodial – Maintenance: Karen Harford

Office /Clerical – Jo-Anne Costantino

Technical – Diane Jenkins

Educational Assistant – Fiona Williams

Fiona Williams is the Secretary of the PD Fund

Revised December 2016