

# **CUPE 997 PROFESSIONAL DEVELOPMENT FUND COMMITTEE GUIDELINES**

## ***PUPROSE OF THE CUPE 997 PROFESSIONAL DEVELOPMENT FUND***

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

## ***COMMITTEE COMPOSITION***

The CUPE PD Fund Committee is a Committee of CUPE Local 997. The Committee is comprised of 4 Members:

1 Custodial/Maintenance Representative	1 Office Clerical Representative
1 Technical Representative	1 Educational Assistant Representative

The Secretary of the PD Fund shall be one of the four Committee members.

## ***ACCOUNTABILITY FACTORS***

- a) Professional Development held within the Province of Ontario will be given preference over other locations. PD provided outside of Ontario will be considered on a case by case basis. Applicants for PD held outside Ontario should be prepared to provide rationale for their selection of PD.
- b) Subsidization of any professional development will require successful completion of the professional development.
- c) Subsidization of any summer professional development will require the member to be returning to the Bargaining Unit the following September.
- d) The cost of any supply employees required to enable CUPE members to attend professional development opportunities paid for by this Fund will be levied against the CUPE PD Fund. The supply costs are the first expenses to be levied against the Fund.

*Note: Temporary employees are not entitled to compensation for lost wages while attending PD approved through the CUPE PD fund.*

- e) Funds are available to all permanent members and members in a long term temporary assignment.
- f) Travel to an out of town course will be reimbursed at the current TLDSB mileage rate to a maximum of \$100.
- g) *Course textbook expenses may be reimbursed provided that the applicant submits proof that the textbook is required (from the course outline or description) for the course and receipts are submitted to the CUPE PD fund committee.*

- h) An annual report to the Director of the Trillium Lakelands District School Board listing the professional development paid for by the CUPE PD Fund, participants who engaged in the professional development, and an accounting of how the CUPE PD Funds were spent will be filed by October 1st each year by the Secretary of the CUPE PD Fund Committee and presented at the CUPE Local 997 October Regular General Meeting.

## **COMMITTEE PROCESSES**

- a) Monies in the CUPE PD Fund will be used during the period September 1<sup>st</sup> to August 31<sup>st</sup>.
- b) Selection will take into account:
  - i) Order of receipt of applications.
  - ii) Previous use of CUPE PD funds.
  - iii) Work area representation – i.e. Office/Clerical – Technical - Educational Assistants, and Custodial/Maintenance.
  - iv) ½ of the monies will be available from Sept 1<sup>st</sup> to February 28<sup>th</sup> the other from March 1<sup>st</sup> to August 31<sup>st</sup>
  - v) members may apply for funding for any term, at any time during the current year

In the event there are funds remaining as at May 31<sup>st</sup> the Committee will review all denied PD Fund applications for reconsideration in the event the applicant attended – completed the original professional development opportunity.

- c) The final decision shall be at the discretion of the CUPE PD Fund Committee.
- d) If the application is approved, the CUPE PD Fund Committee will pay the following expenses, to a maximum of \$600 (with confirmation of successful completion and/or attendance):
  - i) replacement staffing costs
  - ii) registration
  - iii) mileage at the current TLDSB rate to a maximum of \$100.00

A list of professional development opportunities which have been attended and the comments of those who have attended them, is available, upon request, from the Secretary of the CUPE PD Fund Committee.

- e) Required meetings of the CUPE PD Fund Committee may be called by the Secretary with the approval of the CUPE 997 Executive Committee.

## **GUIDELINE AMENDMENTS**

Amendments to the PD Fund Guidelines will be approved by the CUPE Local 997 Executive and brought forward as part of the Executive Committee Report of the Regular General Meeting.

### **PROCESS FOR CUPE MEMBERS TO FOLLOW WHEN ACCESSING THE CUPE PD FUND**

- a) Complete the CUPE Professional Development Fund Application Form and submit to the Secretary of the CUPE PD Fund Committee at least two weeks prior to the date of the proposed professional development, for approval, by the CUPE PD Fund Committee.
- b) Once approved, the CUPE member may attend the professional development.
- c) The CUPE Professional Development Fund Expense Claim Form, must be completed and submitted with receipts to the Secretary of the CUPE PD Fund within two weeks of the completion of the professional activity.
- d) The CUPE Professional Development Fund Activity Evaluation Form, must be submitted along with the CUPE Professional Development Fund Expense Claim form to the Secretary of the CUPE Professional Development Fund before expenses will be reimbursed.

Revised December 2016