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## 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 employees with permanent and temporary status who are members in good standing of the Custodial/Maintenance or Office, Clerical, Technical and Educational Assistants CUPE Local 997 bargaining units.

Note: Temporary employee status employees are defined in Article L10.01 of the Collective Agreement.

#### WHAT EXPENSES ARE COVERED?

- ✓ Supply staff costs, if applicable
- ✓ Registration fees for Workshops, Courses, Conferences, etc.
- ✓ Mileage expenses
- ✓ Textbooks / software when required by the course outline

#### WHAT EXPENSES ARE NOT COVERED?

- ✓ Hotel & Meals

#### HOW MUCH WILL I BE REIMBURSED FOR?

- to a maximum of \$700.00 per application
- **supply staff costs are the first expense deducted**, followed by registration fees, then mileage expenses (there is a \$150 cap on mileage at the current TLDSB mileage rate) and required textbooks

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

Supply Coverage Cost	\$ 160.00	Dependent on position/rate of pay
Workshop Registration Fee	\$ 200.00	
Mileage/Travel Expenses	\$ 60.00	At TLDSB mileage rate
<b><u>Textbook</u></b>	<b><u>\$ 100.00</u></b>	<b><u>Textbook must be required and receipts submitted</u></b>
<b>TOTAL</b>	<b>\$ 520.00</b>	

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 rate of pay
Conference Registration Fee	\$ 400.00	
Mileage/Travel Expenses	\$ 100.00	At TLDSB mileage rate
TOTAL	\$ 740.00	

CUPE PD Fund charges: \$700.00 (supply, registration and \$60.00 re mileage).

**Your reimbursement: \$500.00** (registration and \$100 mileage)

*Due to the cap on the CUPE PD Fund of \$700.00 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	Km traveled x 6 @ TLDSB mileage rate
TOTAL	\$ 589.00	

CUPE PD Fund charges: \$500.00 (registration and \$150.00 maximum re mileage)

**Your reimbursement: \$550.00** (“ “ “ “ “ “ “ “

### HOW DO I APPLY?

You must complete the *CUPE PD Fund Application Form* prior to ~~for~~ the professional activity, and forward, via email to [pdfund@cupe997.ca](mailto:pdfund@cupe997.ca)

Please note you must have "prior approval" from the CUPE PD Fund Committee. Applications received after attending a PD activity will be considered for approval at the discretion of the PD Fund Committee.

### WHERE DO I FIND THE APPLICATION FORM?

The Application Form is available on our website at [www.cupe997.ca](http://www.cupe997.ca) - "Resources > PD Fund" OR accessed via ourdock.ca

From www.ourdock.ca:

- open Quick Links and select CUPE 997
- open the CUPE 997 folder
- open the CUPE PD Fund folder

## **WHO DETERMINES IF MY APPLICATION WILL BE APPROVED?**

Upon receipt of your application, 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 decision or request that the Secretary gather additional 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". Note: Acknowledgement of Principal/Supervisor is required only if release time is required.

You will be contacted by the Secretary of the CUPE PD Fund, to advise you of the decision of the Committee regarding your application. You may also be contacted to request additional 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 Board e-mail to advise you of the decision of the Committee regarding your application or if the Committee requires additional information or clarification regarding your application.

## **HOW AM I REIMBURSED?**

You must complete and forward in one "package" Expense Claim Form and PD 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: [pdfund@cupe997.ca](mailto:pdfund@cupe997.ca)

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

The processing may be 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 will 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 Board 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](mailto:pdfund@cupe997.ca), any of the members of the CUPE Local 997 PD Fund Committee found at <https://cupe997.ca/about-us/committees/> or your Chief Steward or the CUPE 997 office.

### **CUPE Local 997 PD Fund Committee is comprised of one member from each of the following groups:**

Custodial – Maintenance

Office/Clerical

Technical

Educational Assistant

CUPE Local 997 Vice President, is the Secretary of the PD Fund

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