

CUPE 997 PROFESSIONAL DEVELOPMENT FUND COMMITTEE GUIDELINES

PURPOSE 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:

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

The Secretary of the PD Fund shall be the Vice President of the Local who will assist the Committee Members with the administration of the PD Funds processes. The Vice President will be a non-voting participant in the PD Fund Committee.

GUIDELINES FOR APPROVAL

- 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. Applications for PD hosted outside Canada will be denied.
- b) Subsidization of any summer professional development will require the member to be returning to the Bargaining Unit the following September.
- c) The supply costs are the first expenses to be levied against the Fund.
- d) Funds are available to all 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 of the Collective Agreement.
- e) *Course textbook / software expenses may be reimbursed provided that the applicant submits proof that the materials are required (from the course outline or description) for the course and receipts are submitted to the CUPE PD fund committee.*
- f) Selection will take into account:
 - Order of receipt of applications.
 - Previous use of CUPE PD funds.
 - Work area representation – i.e. Office/Clerical – Technical - Educational Assistants, and Custodial/Maintenance.

- members may apply for funding for any term, at any time during the current year
- Second applications will not be accepted to the fund until after May 31 of any year
- After May 31st of each year any denied PD applications may be resubmitted by the applicant for consideration by the PD Fund Committee.

g) The final decision shall be at the discretion of the CUPE PD Fund Committee.

COMMITTEE PROCESSES

- a) Monies in the CUPE PD Fund will be used during the fiscal year, September 1st to August 31st. Applicants are required to submit the CUPE PD Fund Expense Claim Form prior to the end of September of the fiscal year following the approval.
- b) If the application is approved, the CUPE PD Fund Committee will pay the following expenses, to a maximum of \$700 (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 \$200.00

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

- c) When all required documents are submitted and signed by the member and confirmed and signed by the Secretary of the Fund, the Secretary will forward the completed package to the President of the Local for their signature. After confirming the information and signing, the President will then send the CUPE 997 PD Fund Expense Claim Form to the TLDSB Accounting department to have the member reimbursed.
- d) Required meetings of the CUPE PD Fund Committee may be called by the Secretary.
- e) 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.

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, for approval by the CUPE PD Fund Committee.
- b) 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 or the approval of the application, whichever occurs later.

Revised September 30, 2025