

PD Funds and DeTro Frame of Reference

1. PREAMBLE

- a. The PD Funds committee exists as a committee of Elk Island Local to monitor the funds negotiated in the Collective Agreement and from the investments of the DeTro Fund, to assess the limits and uses of the monies and to hear appeals if an application is denied.
- b. The PD Funds committee will appoint an individual(s) to make the initial decision on applications based on established criteria.
- c. The PD Funds Committee has a responsibility to allocate funds appropriately. The Committee has a mandate to allow fair access, which include suggestions on less expensive alternative activities.

2. MEMBERSHIP:

- a. The committee will consist of seven members, five of whom are automatically designated. Two will be elected as members-at-large.
- b. The chair of this committee will be the Chair of the Teacher Welfare Committee. Other members will include the Secretary of the Local, Treasurer of the Local, Chair of the Prof. Development Committee and Chair of the Teacher Board Advisory Committee.
- c. All committee members are voting members.
- d. Members at large will be elected annually at the General Meeting. Other positions are dependent on the election of individuals to positions stated above.
- e. A member of the committee will compile a report to be submitted to Central Office annually as per the Collective Agreement. (Collective Agreement Language to be added when received)
- f. The PD Funds Committee shall meet no less than twice per calendar year and shall review all criteria in the first disbursement term of every odd numbered calendar year.

3. GUIDELINES:

- a. Professional Development Funds can only be accessed by Elk Island Public Schools' teachers who work any time during the school year (September to June).
- b. Substitute Teachers must work an aggregate of 35 days before accessing PD Funds to a maximum of \$800.00 if available. (Note: PD Funds are distributed on a first come, first serve basis)
- c. Funding is allocated at \$800.00 per year to a maximum of \$1600.00 carrying forward from either DeTro and/or Collective agreement funds in a two year period. (Note: PD Funds are distributed on a first come, first serve basis)
- d. 100% of the funds will be designated towards expenses for non-mandated conferences, workshops and non-credit courses, not exceeding the maximum funding.
- e. Criteria for judging applications includes:
 - i. The activity must be an organized professional development activity. This excludes professional reading, lesson and unit planning, discussion with colleagues, school meetings or university courses. (for example: First Aid)
 - ii. The activity must be a professional development opportunity that could not be reasonably accessed by the teacher.
 - iii. The activity should complement the professional teaching assignment or enhance the delivery of service to students.

- iv. School trips, field trips and humanitarian trips do not qualify as professional development.
- v. **Approval MUST be received PRIOR** to the activity. Once approval has been given, the approved funding may not be re-directed or transferred to another Conference/course.
- vi. Applications are accepted beginning June 1 for the upcoming term of September 1 to January 31 and beginning December 1 for the upcoming term of February 1 to August 31. All costs in excess of \$1600.00 must be borne by the applicant.
 - f. Costs to be covered:
 - .Registration fees**
 - i. **Accommodation** – reimbursement will be limited to \$200.00 per day inclusive of all costs. Accommodations before and after the conference will be considered on an individual basis by request.
 - ii. **Car Allowance** – will be paid at the rate of \$0.45 per kilometer. If a rental car is needed kilometrage is not paid in addition to the cost of the car rental.
 - iii. **Subsistence** - will be limited to \$60.00 per day inclusive of all costs.
 - iv. **Substitute Costs** as per the collective agreement will be reimbursed **FIRST** if not paid out by the employer. These sub costs **ARE** included in the \$1600.00 allotted to applicants.
 - g. **Procedure for Reimbursement**
 - . Within TWENTY-ONE (21) DAYS of the activity, **submit receipts** for reimbursement following the online process.
 - i. School Invoicing cannot be accepted.
 - ii. Funds not accessed within the prescribed time frame will be reassigned. The time limit will be enforced.
 - iii. Receipts must be scanned and submitted electronically and must include the following information:
 - 1. Vendor's name
 - 2. Date of Conference/Workshop, Course
 - 3. Total Costs including taxes
 - 4. Purchaser's name
 - 5. Payment date
 - 6. Payment amount.

The Chief Financial Officer shall be the final arbiter of any disputes after consultation with table officers. Payments pending appeal may be delayed by 30 days.

September 30, 2018
