



Professional Development Fund 2023-2024

Policy:

The Teachers' / Occasional Teachers' Bargaining Unit of District 15, OSSTF shall support its members in their efforts to fulfill their responsibility under OSSTF policies "to participate actively in professional development programs". The Teachers' / Occasional Teachers' Bargaining Unit shall distribute in a fair and reasonable manner Federation money, negotiated money, and funds from other sources to its members to assist them financially in their pursuit of personal professional development programs. In its distribution of such funds for that purpose, the Executive of the Teachers' / Occasional Teachers' Bargaining Unit shall observe the terms of OSSTF policies, the requirements of the Collective Agreement, the directions of the Bargaining Unit Council and the procedural rules contained in this statement.

Procedures:

- 1) The Bargaining Unit Council, prior to September 30th, shall establish the budget for the Education Services Program for the current Federation year.
- 2) The President, prior to September 30th, shall assign a member of the Executive to supervise the operation of the Education Services Program for the current Federation year.
- 3) Teachers will be able to access this fund in the current fiscal year for courses and programs that they pay for by May 1st of the previous school year to April 30th of the current Federation year. The last date for applications to be received by the Bargaining Unit Executive will be May 15th.
- 4) Long Term Occasional Teachers with an employment contract with a minimum of 31 school days or a 0.33 load will be able to access the Professional Development Reserve for courses and programs which they pay for and complete during the semester of the employment contract. In addition, Long Term Occasional Teachers under contract at the end of the 2022-2023 school year and under another contract of at least 31 school days or a 0.33 load at the start of the 2023-2024 school year will have access to the Professional Development Reserve for courses and programs paid for during the months of July and August 2023.
- 5) \$825.00 shall normally be the maximum annual per-member amount; however, a member may make a claim for a single AQ course to a maximum of \$1200.00. There will be no limit to the number of times a member can access the fund up to the \$825.00 annual maximum.
- 6) Applications with approved expenses of less than \$400.00 for professional development activities which occur on work days, shall receive an initial payment of 50% of the approved expenses from the Professional Development Reserve.

- 7) On all other applications by Teachers, the Professional Development Fund will pay to the member 50% of approved expenses.
- 8) Long Term Occasional Teachers with approved applications under the terms of this procedure shall receive an initial payment of 50% of the approved expenses from the Professional Development Reserve.
- 9) The remainder of the approved expenses (or a pro-rated amount reported to the Bargaining Unit Council) will be paid in June of the current Federation year.
- 10) The Fund will be administered on a Bargaining Unit rather than a Branch basis.
- 11) Teachers will first try to access funds from their schools and departments before applying for Federation funds. The school representatives will monitor this process.
- 12) What and How Much the Fund / Reserve Will Pay:
 - 12.1 **Conferences/Workshops**
The registration fee, with receipt and a copy of a conference registration form.
 - 12.2 Membership fees in provincial subject-based associations;
 - 12.3 AQ Courses
Tuition fees, with a receipt that includes the member's name, the amount paid, the name of the institution, the name of the course, and the date/duration/semester in which the course was taken.
 - 12.4 Meals, with receipts, to a maximum of \$15/day for breakfast, \$25/day for lunch, and \$50/day for dinner. Gratuities are included in the allowable meal expenses;
 - 12.5 Hotel rates, with receipts, to a maximum of \$200.00 per day;
 - 12.6 Travel costs:
 - (a) Travel, to the driver, both ways, at a rate of 62 cents per km and/or receipted transportation costs, up to \$275.00.
 - (b) Where hotel accommodation costs are not claimed, travel costs for multiple trips may be claimed up to a maximum of \$500.00;
 - 12.7 Parking expenses, with receipts, to a maximum of \$20.00 per day.
 - 12.8 Total expenses, calculated under the terms of 12.1 through 12.7, shall be reduced by any reimbursement received by the member for the professional development activity, including but not limited to, from OSSTF or the sources listed in Article 11;

- 12.8 Unless the member provides acceptable documentation for the exchange rate actually paid for professional development activities in foreign currencies, the exchange rate used will be the noon nominal Bank of Canada rate on the day of the receipt.
- 12.9 Exceptions
The fund will not pay for:
- (a) Principals courses;
 - (b) Books or course materials that are not included in registration or programme fees.

13) Branch / Worksites Educational Services Officers' Responsibilities:

- 13.1 Advertise the availability of the Fund at the first staff meeting of the year during the OSSTF section;
- 13.2 Provide members with guidance on Fund Procedure and submission process;
- 13.3 Assist branch members in obtaining and completing forms, including online forms, and submitting documentation;
- 13.4 Check application forms for accuracy and completeness;
- 13.5 Check that members have accessed other available sources of funds first;
- 13.6 Obtain more forms from the District Office, as needed;
- 13.7 Send paper forms to the Executive Member, designated by the President, by courier (or hand deliver).

14) Adjudication and Appeal:

- 14.1 The Executive Member designated by the President shall determine the amount of the subsidy to be paid on each claim and shall instruct the Board or the Bargaining Unit Treasurer, through the President, of the amount to be dispersed to the member.
- 14.2 The Executive Member designated by the President shall be responsible for the maintenance of accounting records on a timely basis and for the storage of the documentation related to each submitted claim.
- 14.3 The Executive Member designated by the President shall notify each member of the disposition of each claim. Upon request from the member, the Executive Member shall provide the claimant, in writing, with reasons for the adjudication of the claim.
- 14.4 A member may appeal any adjudication by writing a letter to the President stating the member's decision to appeal a specific adjudication and the rationale for the appeal.

14.5 The President shall submit all documents relating to the adjudication and to the appeal to the next meeting of the Bargaining Unit Council. The Council shall make a decision on the appeal. The decision of the Bargaining Unit Council shall be final and shall be communicated to the member within five working days by the Bargaining Unit Secretary.