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Box 672 – Minden, Ontario K0M 2K0
705-286-1156
Toll Free – 1-877-838-CUPE (2873)
Fax: 705-286-2642
e-mail: pres@cupe997.ca

CUPE 997 FACT – INFORMATION SHEET -- Re: CUPE/TLDSB PD Fund

Trillium Lakelands District School Board Administrative Procedure – HR- 4500 – AP “Office/Clerical/Technical, Educational Assistants and Custodial/Maintenance Professional Development Fund”.

All applicants should read the Procedure prior to submitting applications. To access the Procedure – from your First Class Desktop:

- open TLDSB Infobase - open Policies/Procedures - open the “Human Resources” folder
- scroll down to CUPE PD Fund Procedure and CUPE PD Fund Appendices

The Procedure is also available on the CUPE 997 Conference Site.

The following is an overview of the Procedure and frequently asked questions:

PURPOSE

“2.2 The Professional Development Fund has been established to subsidize employees’ costs associated with updating through professional development programs.”

WHO CAN ACCESS?

Permanent employees of TLDSB Custodial/Maintenance or Office, Clerical, Technical and Educational Assistants CUPE Local 997 bargaining units.

WHAT EXPENSES ARE COVERED?

- Supply staff costs if applicable
- Registration fees for Workshops, Courses, Conferences
- Travelling Expenses – one time only at the current bus fare rate

WHAT EXPENSES ARE NOT COVERED?

- Hotel, Meals, Textbooks, Mileage Rate

HOW DO I DETERMINE TRAVELLING EXPENSES?

Travelling expenses total should equal the approximation of the current return bus rate – reimbursed one time only. (i.e.: if you are attending a Course over the period of a number of weeks you are not eligible for reimbursement for each week.) To estimate this amount, contact the local bus pick-up location for information regarding rates. If you are having difficulty determining this amount, do not hesitate to contact Fiona Williams, Secretary of the PD Fund, via First Class.

HOW MUCH WILL I BE REIMBURSED FOR?

- to a maximum of \$550.00 per Course/Workshop/Conference, **including supply staff costs**, if applicable.
- supply staff costs are first assigned to the PD Fund, followed by Registration Fees, then travel expenses

Examples:

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

Workshop Registration Fee is	\$ 200.00
Travel Expenses (bus fare rate)	60.00
Supply Coverage cost	<u>120.00</u>
Total	\$ 380.00

You would be reimbursed for \$ 260.00. The CUPE PD Fund would be charged with \$380.00.

You are approved to attend a 2 Day Conference which requires supply coverage for both days:

Conference Registration Fee is	\$ 300.00
Travel Expenses (bus fare rate)	100.00
Supply Coverage cost	<u>240.00</u>
Total	\$ 640.00

You would be reimbursed for \$310.00. The CUPE PD Fund would be charged with \$550.00.

HOW DO I APPLY?

A minimum of 2 weeks prior to the Course, Workshop, Conference you must complete the CUPE PD Fund Application Form and forward, via Fax to:
Secretary, CUPE/TLDSB PD Fund – 705-286-2642

Please note you must have “prior approval” – applications to the PD Fund for Courses, Workshops, Conferences received after attending will not be approved.

WHERE DO I FIND THE APPLICATION FORM?

The Application Form is “Appendix A” of Trillium Lakelands District School Board Administrative Procedure – HR- 4500 – AP “Office/Clerical/Technical, Educational Assistants and Custodial/Maintenance Professional Development Fund”.

This can be accessed via TLDSB’s First Class – from your First Class Desktop

- open Conferences
- open TLDSB Navigator
- open A-E
- scroll down to CUPE 997
- Open Performance Appraisals & PD Fund Procedures
- Open CUPE PD FUND
- Open CUPE PD Fund Appendices

WHO DETERMINES IF MY APPLICATION WILL BE APPROVED?

Upon receipt of your faxed information the Secretary of the PD Fund, Fiona Williams (Educational Assistant), forwards via e-mail your completed application to the CUPE PD Fund Committee Members: Jim Doskas – Custodial/Maintenance; Wendy Gliddon – Office/Clerical; Lisa Wokral – Technical and Board Representative – Wilma Lynch, Senior Manager of Human Resources.

The Committee Members forward their concurrence with the application or requests the Secretary to contact you for further information – clarification.

Please review TLDSB Procedure HR – 4500 – AP – 4.6 for information regarding the “Guidelines For the Professional Development Committee’s Operation”.

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 Application Form (Appendix A) including “Description”, “Value of attending” and “Signature of Principal/Supervisor”.

You will be contacted by Fiona Williams, Secretary of the CUPE PD Fund, to confirm approval or to request further information – 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, Fiona Williams, will contact you by First Class e-mail to confirm your approval or if the Committee requires further information – clarification regarding your application.

HOW AM I REIMBURSED?

You must complete and forward in one “package” Appendix B and C of the TLDSB CUPE PD Procedure: “HR – 4500 – AP Office/Clerical/Technical, Educational Assistants and Custodial/Maintenance Professional Development Fund” and include:

- your receipt showing payment,
- a copy of information confirming successful completion of the approved course where applicable

Forward your completed package to Secretary CUPE/TLDSB PD Fund via:

Fax – 705-286-2642 or Board Courier - Secretary CUPE/TLDSB PD Fund, c/o CUPE Local 997 – Lindsay Board Office.

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

The processing is totally held up (and your information will be returned to you) 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 Appendix B and Appendix C 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 be processed by the Accounting Department and deposited directly into the same bank account as your pay cheque. You will receive at your worksite, via Board Courier, confirmation of the processed reimbursement.

WHO DO I CONTACT FOR FURTHER INFORMATION?

Please do not hesitate to contact Fiona Williams, Secretary of the CUPE PD Fund, either by First Class e-mail or pdfund@cupe997.ca, your Chief Steward or the CUPE 997 office.

This CUPE 997 Fact – Information Sheet relates to:

Trillium Lakelands District School Board Administrative Procedure – HR – 4500 – AP
Approval Date – June 13, 2006 – Review Date 2011 (including Appendices A, B and C)

Custodial and Maintenance Bargaining Unit Collective Agreement
- Article 26.01 – Page 25

Office, Clerical, Technical and Educational Assistants’ Bargaining Unit Collective Agreement
- Article 26.01 – Page 26

CUPE Local 997

Phone: 286-1156 – Toll Free: 1-877-838-CUPE (2873) – Fax: 705-286-2642

Chief Stewards:

Custodial	Herb Pounder	custodian@cupe997.ca
Maintenance	Kirk MacFarlane	maintenance@cupe997.ca
Office, Clerical	Wendy Gliddon	clerical@cupe997.ca
Technical	Bill Campbell	technical@cupe997.ca
Educ. Assts.	Debbie Gillan	ea@cupe997.ca
President	Lynn Raback	pres@cupe997.ca