

FACT - INFORMATION SHEET

Custodial–Maintenance

and

Office, Clerical, Technical Staff and Educational Assistants

CUPE 997 PROFESSIONAL DEVELOPMENT FUND

PURPOSE

To enhance the skills and knowledge of Custodial/Maintenance; Office, Clerical, Technical Staff and Educational Assistants who ensure a safe, clean and healthy learning environment and who provide the support services essential to Trillium Lakelands District School Board students learning to their potential.

WHO CAN ACCESS?

Trillium Lakelands District School Board permanent and long term temporary members of the 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, etc.
- ✓ Mileage expenses

WHAT EXPENSES ARE NOT COVERED?

Hotel, Meals, Textbooks

In some circumstances, other expenses may be covered. For inquiries contact the CUPE PD Fund by e-mail at pdfund@cupe997.ca

HOW MUCH WILL I BE REIMBURSED FOR?

- to a maximum of \$600.00 per application
- supply staff costs are the first expense deducted, followed by registration fees, then mileage expenses (there is a \$100 cap on mileage)

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

Supply Coverage Cost	\$ 120.00	Dependent on position/rate of pay
Workshop Registration Fee	\$ 200.00	
Mileage/Travel Expenses	\$ 60.00	At TLDSB mileage rate
TOTAL	\$ 380.00	

CUPE PD Fund charges: \$ 380.00 (supply, registration & mileage costs)

Your reimbursement: \$ 260.00 (registration and mileage).

WHO DETERMINES IF MY APPLICATION WILL BE APPROVED?

Upon receipt of your faxed information, 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 concurrence for approval or requests the Secretary to contact you for further 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".

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

HOW AM I REIMBURSED?

You must complete and forward in one "package" Expense Form and Evaluation Form and ensure you 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 **or**

Scan and forward via e-mail to pdfund@cupe997.ca

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

The processing will be significantly 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 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. You will receive confirmation of the processed reimbursement via your First Class 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, any of the members of the CUPE Local 997 PD Fund Committee (noted below), your Chief Steward or the CUPE 997 office.

CUPE Local 997 PD Fund Committee:

Custodial – Maintenance: Karen Eastman

Office /Clerical – Wendy Gliddon

Technical – Brenda McAdam

Educational Assistant – Fiona Williams

The Secretary of the PD Fund is appointed from the members of the CUPE Local 997 PD Fund Committee.

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