

OSSTF DISTRICT 30/PSAT

*Provincial Schools Authority Teachers*

*Enseignantes et enseignants des écoles provinciales*

**2020-2021**  
**OSSTF/FEESO**  
**PSAT D30**  
**Professional Development**  
**Guidelines**

## **STRUCTURE:**

The PD Central Committee is composed of up to five members: Educational Services Officer (Chair) and up to four additional members appointed annually by the Executive. The role of the Committee is to advise the Executive of the structure of the committee; establish and recommend guidelines for PD funding; review annually the funding process and make recommendations when required; act as the approval body for funding requests.

Appeals Committee: Executive members. Decisions of the Appeals Committee are final.

## **FUNDING:**

All members of District 30 including both permanent and replacement teachers are eligible for funding. PD funding will only be granted for activities that are **PRE-APPROVED** by the PD Central Committee. Applications must be received **one week** prior to the activity/event. All PD requests must be sent to the office. Members should not contact PD committee members directly. The office will only communicate with the member about their PD application.

**Funding is provided** only for conferences, workshops or non-credit courses, including CEU's. Reimbursement costs include: registration fees; travel, meals, accommodations, parking.

**Funding is NOT provided** for Employer/corporate sponsored initiatives; improving qualifications leading to a salary or category change; non-pedagogical activities; purchase of school equipment or materials; membership fees to professional associations and closed PD activities restricted to a select group of teachers. PD activities on PDSB campuses will NOT be funded. Members can forward proposals for joint OSSTF / PDSB PD to the executive board for consideration.

## **PROCEDURES:**

1. Complete a PD application form. Applications must be filled out in full and accompanied by conference program/workshop description/course outline indicating registration fee; when travelling by car a copy of Mapquest/Google maps/driving directions indicating distance travelled, if carpooling names of eligible passengers must be provided. **Incomplete applications** will not be processed. Applications cannot be amended after PD has started.
2. Submit application to the District Office at least one week prior to the event. Notification of approval will be sent to a personal email address only.

3. Attend conference/workshop/course and submit original itemized receipts within 30 days after the event. If attending during summer months all required documentation must be sent to the District Office no later than September 30th. When the use of the 407 is approved receipts are due within 30 days of the 407 bill.
4. Complete the PD Activity report and submit with receipts.

### **APPEAL PROCESS:**

If you disagree with a funding decision by the PD Central Committee you may appeal to the District 30 Executive by writing an email (subject line-Appeal) outlining the bases of your dispute with the PD Central Committee's decision to deny all or part of the application. Decisions of the Appeals Committee are final.

## **DISTRICT 30/PSAT ALLOWABLE EXPENDITURE GUIDELINES**

### **TRAVEL**

It is expected that the most economical method of travelling is selected.

Car travel will be reimbursed per kilometer from a member's place of work/home (original departure location) to the location of the event to home. The rate for a driver is 42 cents per kilometer.

Car-pooling: All eligible passengers must be listed on the claim. For the first eligible passenger, car-pooling will be reimbursed at 55 cents per kilometer. For two or more eligible passengers, car-pooling will be reimbursed at 70 cents per kilometer. Car claims cannot exceed the lowest airfare or flight pass available at the time, unless car-pooling makes travel by car less expensive than travelling by plane. Distances must be confirmed by a computerized mapping program.

Use of the 407 will be funded for travel to a PD activity when alternative highways are heavily congested and travel time is critical. Toll receipt is required.

**CAR RENTAL** Car rental charges plus fuel is allowed if equal to or less than the regular reimbursement for car travel. Rental receipts and gas receipts are required.

**AIR/ TRAIN/ BUS District 30/PSAT** will reimburse all coach fares with receipts. When travelling by air, the District will reimburse the lowest fare available at that time. Receipts required.

**PARKING** Self-parking charges will be reimbursed. Receipts are required.

**ACCOMODATIONS** Charges for a modest hotel/motel rooms will be reimbursed. Applicable taxes and parking will be reimbursed. Receipts are required.

**MEALS** per person:

Breakfast \$15.00  
Lunch \$25.00  
Dinner \$50.00

Taxes and gratuities (15% max.) are included in the allowable meal allowances and shown on original itemized receipt.

If more than one member's meal is on the same bill, the names of each member claimed must be listed. Itemized original bills/receipts must include the date and time.

When laid-on meals are provided, meal expenses are not eligible. Members with dietary restrictions which cannot be accommodated may request funds up to the meal allowance.

## **PSAT DISTRICT 30 Application for Professional Development Funding 2020-2021**

PD funding will only be granted for activities that are **pre-approved** by the Central Committee. The Committee must receive the request at least two weeks prior to the activity/event. Where a PD request is made prior to PD guidelines being released for the year, it may be considered retroactively based on the updated guidelines and funding.

Requests may be **emailed to:** [psatd30@gmail.com](mailto:psatd30@gmail.com)

Please ensure that all the required information is included.

### **PART A**

The use of workplace email is not acceptable. If a personal email address is not provided, the member will be responsible for contacting the office to check the status of their request. At no time will the office use workplace email addresses to respond. All correspondence is to be made to the office, not the PD committee members.

### **PART B**

The member must submit a brochure or flyer describing the activity including registration fee. If there is no brochure or flyer available then the member must write a description of the purpose of the activity, the pedagogical rationale for wishing to attend. Please be as specific as possible.

### **PART C**

Amounts may not exceed expense guidelines:

**Meals** (including gratuities):

Breakfast \$15.00

Lunch \$25.00

Dinner \$50.00

### **Mileage**

42¢ km (Individual)

55¢ km (one eligible passenger) 70¢ km (2 or more eligible passengers)

Proof of mileage claim i.e. Mapquest, Google Map etc. must accompany PD request. Use of the 407 will be funded for travel to a PD activity if travel by a toll road is necessary. Receipts must be included. Where a members is applying for the carpool rate they must list eligible passengers on the application.

**NOTE:** Applicants have 30 days after the activity/event to submit receipts to the office. When using the 407, it will be calculated as 30 days from the date of the 407 bill. If receipts are not submitted within the timeline the claim for reimbursement will be denied. Only original receipts are acceptable. In addition, a PD Activity Report must be completed prior to reimbursement.



**\$ 550.00**  
**maximum**

**District 30/PSAT**  
**Application for Professional Development**  
**Funding 2020-2021**

Applications will be returned if all sections are not completed. Please see back of form for details.  
PD funding will only be granted for activities that are pre-approved by the Central Committee.

**PART A**

Name: \_\_\_\_\_

School: \_\_\_\_\_

Home address: \_\_\_\_\_

Personal Email Address: \_\_\_\_\_

**PART B**

**Funding requested for:**

Conference/workshop/activity \_\_\_\_\_

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

**PART C**

Registration Fee: \$ \_\_\_\_\_

Other (Specify): \$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_ **Max: \$550.00**

**PART D**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only: Funding Granted by Committee: \$ \_\_\_\_\_ \$ \_\_\_\_\_