

# TEACHERS' BARGAINING UNIT - District 2, Algoma OSSTF PROFESSIONAL DEVELOPMENT FUNDING POLICY

**Account 5480**  
(Revised February 2015)

As Teacher Members we recognize the benefits and rewards of professional development. All Members are encouraged to develop and maintain their professional growth plans. Your Bargaining Unit Executive, through the yearly budgeting process, has provided funding to assist Members with their professional plans.

The purpose of this Fund is to promote Member professionalism and personal growth and we encourage those who do so, to keep records of all professional development activities as positive indicators of a teacher's commitment to employing current teaching best-practices.

## **The Guidelines:**

1. The TBU Budget Committee shall establish the budget for the Professional Development Funding Account on a yearly basis, to be divided equally between the first and second semesters. It is not a practice of the TBU to fund PD activities over the summer months.
2. Professional Development funding will not be provided for any course or certificate that may lead to an increase in pay.
3. Financial assistance from this Fund may be granted to any Member only **ONCE EVERY TWO YEARS.**
4. A) Financial assistance will be given to a Member for up to one-half of out-of-pocket expenses to a MAXIMUM of \$300.  
  
B) The amount may be less than **\$300** for any conference attended by more than one Member from any single school or based upon the number of requests for the same conference and/or activity.

The following schedule will indicate the amount of funding a Member will be entitled to receive under Guideline 3 (noted above in 3.A):

- 2 Members applying for the same conference the maximum amount of funding will be \$250/Member.
- 3 Members applying for the same conference the maximum amount of funding will be \$200/Member.
- 4 Members applying for the same conference the maximum amount of funding will be \$150/Member.
- 5 or more members applying for the same conference the maximum amount of funding will be \$75/Member to a maximum of \$600 per school

### **NOTE:**

Any requests from Members beyond six (6) from the same school or for the same conference will require a special request to the TBU Council unless it is an approved OSSTF Conference or Activity that can be accessed through the *TBU Special P.D. Contract Account* established in 2005.

5. **ORIGINAL RECEIPTS** must be submitted with your completed Expense Voucher. A copy of the OSSTF Expenditure Guidelines and Voucher will be included with your **NOTICE OF APPROVAL AND AMOUNT GRANTED**.
6. Upon receipt of the application, the Executive will meet and forward the application to the TBU Council for approval. Applications will be accepted based on the criteria outlined above. All expenses must be submitted for payment by June 30<sup>th</sup> of the school year in which the request was granted.
7. Once funding has been approved, you are a representative of Algoma OSSTF, and as such are required to comply with the Constitution, Bylaws, Policies and practices which govern its Members.
8. Upon return, the Member will provide a summary about the conference, workshop, or activity attended which will be posted on the TBU website for the benefit of all Members.
9. Expense vouchers will not be processed without receipt of the e-file summary.

**TBU PROFESSIONAL DEVELOPMENT APPLICATION FORM**  
**(ACCOUNT 5480)**

*(Revised January 2013)*

Name: \_\_\_\_\_ School: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Personal Email Address (\*not ADSB): \_\_\_\_\_

*I am applying to be an OSSTF Representative at the conference/activity indicated below and hereby request Professional Development Funds from the Teachers Bargaining Unit. I have read and agree with the guidelines outlined in the funding policy.*

**SIGNATURE:** \_\_\_\_\_ **DATE SUBMITTED:** \_\_\_\_\_

The approximate cost of attending this conference/activity/workshop is as follows:

**1. ESTIMATES:**

1. Name of Conference: \_\_\_\_\_
2. Location: \_\_\_\_\_
3. Date(s) of activity: \_\_\_\_\_
4. Registration Fee: \_\_\_\_\_
5. Travel costs: \_\_\_\_\_
6. Accommodation: \_\_\_\_\_
7. Release Time expense: \_\_\_\_\_  
(if applicable)

**TOTAL ESTIMATED COST:** \_\_\_\_\_

2. AMOUNT OF FUNDS GRANTED FROM ALL OTHER SOURCES: \_\_\_\_\_

\* If relevant, list the sources: \_\_\_\_\_

3. I HAVE APPLIED FOR A LEAVE. YES \_\_\_\_\_ NO \_\_\_\_\_

4. I HAVE RECEIVED APPROVAL FOR THE LEAVE. YES \_\_\_\_\_ NO \_\_\_\_\_

E. Please submit a brief description of the conference/activity that you wish to attend. Copies of any pertinent advertisements and/or literature on the activity will assist the Executive with the processing of your Application.

**APPLICATIONS MUST BE FORWARDED TO:**  
**TBU President, 674 Pine Street, Sault Ste. Marie P6B 3G1**  
**or FAX 705-759-0160**

**APPLICATIONS WILL NOT BE ACCEPTED  
FOLLOWING THE DATE OF THE CONFERENCE  
OR PD ACTIVITY**

**TEACHERS' BARGAINING UNIT  
PROFESSIONAL DEVELOPMENT FUND**

**Account 5480**  
(Revised January 20130)

**APPROVAL FORM**

**APPLICANT' S NAME:** \_\_\_\_\_

**DATE THE APPLICATION WAS RECEIVED:** \_\_\_\_\_

**DATE of APPROVAL:** \_\_\_\_\_ **AMOUNT (up to): \$** \_\_\_\_\_

**EXECUTIVE/COUNCIL MOTION:**

*B.I.R.T. \_\_\_\_\_ be granted P.D. Funds in  
the amount of up to \_\_\_\_\_ to attend \_\_\_\_\_ (conference/activity)  
on (dates) \_\_\_\_\_. The member agrees to comply with the terms and conditions  
outlined on the Application Form.*

\*\*\*\*\*  
Once the completed Voucher, original receipts, and e-file summary  
are received by the TBU President or his designate at Federation House  
and approved by the Bargaining Unit Treasurer, a cheque will be  
forwarded to you as soon as possible. (approx. two (2) weeks)  
\*\*\*\*\*

**If you have any questions, please call the Federation Office at 705-759-6653 OR 1-855-265-9980.**