



## OSSTF D14 Professional Development Reimbursement Guidelines 2020-2021 Teacher and Occasional Teacher Bargaining Units

In an effort to assist members who wish to pursue **individual professional development opportunities**, the District 14 Educational Services Committee has allocated some of its yearly budgeted funding to be accessed as **reimbursement**.

1. This funding is available for professional development undertaken during the 2020-2021 school year. It could include AQ courses taken, costs incurred (registration, tuition, fees, associated mandatory course materials, accommodations, and transportation costs) to attend professional development conferences, and other P.D. activities such as certification programs, courses, lectures, and workshops.

**Principal/Senior Administration Courses (and supporting activities) are NOT eligible for this funding.**

2. Members are asked to assume costs relating to the individual professional development opportunity, and to submit **copies or originals of receipts** with their application for reimbursement afterward. Costs must have been paid in advance and occurred in the fiscal year of the fund – May 1<sup>st</sup> 2020 to April 30<sup>th</sup> 2021.
3. Financial assistance may be approved to a **maximum of \$300** per member, for the year, based on the total number of approved applications as well as the available total funds. Members may make more than one application per year if subsequent PD activities are undertaken, up to the total yearly maximum. **Members who occupy positions in both Bargaining Units are subject to the same yearly total maximum of \$300.**
4. The reimbursement is available to assist in covering costs associated only with registration, tuition, fees, associated mandatory course materials, accommodations, and transportation costs. Mileage is reimbursed at \$.42/km. OSSTF will not reimburse meals or release costs.
5. Using a Reimbursement Application Form, found on the OSSTF District 14 website ([www.osstfd14.ca](http://www.osstfd14.ca)), members should submit with receipts directly to the District Office. Clearly mark the envelope with “Educational Services Committee – Professional Development Reimbursement”. You can send this through the Board’s courier service – addressed to OSSTF, or through email to [info@osstfd14.ca](mailto:info@osstfd14.ca) .
6. Reimbursement claims must be received at the District Office no later than **May 7<sup>th</sup>, 2021 by 4:00 pm**. For any PD activities completed after May 7<sup>th</sup>, 2021 requests for funding will fall under next year’s funding and guidelines.
7. **You must have worked for KPR in the secondary panel this school year to be eligible for reimbursement unless you were on a statutory leave.**
8. If you have questions regarding whether or not your activity will be eligible for consideration of reimbursement, please email: [erin.leonard@osstfd14.ca](mailto:erin.leonard@osstfd14.ca) (OTBU) **OR** [ellen.hinan@osstfd14.ca](mailto:ellen.hinan@osstfd14.ca) (TBU).