

## **D1 TBU PD Fund Guidelines**

1. The District 1 TBU PD fund is available to provide financial support to active TBU members for self-directed professional development. TBU members on recall shall also be eligible to use the PD fund.
2. Members may receive funding to help with costs related to attend a conference, take a course (the difference between the cost of the course and the board's AQ allowance), purchase professional development resources, or to pay subject association membership dues.

Some other examples of eligible expenses are the cost of:

  - educational transcripts
  - course examination fees
  - Fees for competency tests required to take an AQ
  - purchase resources required to take an AQ course (such as a textbook)
  - subject-related books, journals, subscriptions and other similar professional publications
  - first aid/coaching training and certification fees
  - Bus license renewal
  - professional/subject association membership fees (such as STAO, Ontario Music Educators, sports associations, history & social sciences teachers' association, etc.) To be clear, this does not apply to OCT fees.
3. The PD fund can provide an active member up to a total maximum of \$800 in a Federation year (July 1 - June 30).
4. An active member may access this PD fund more than once per Federation year, up to their maximum for the year.
5. The total amount available for all PD fund requests shall not exceed the amount available in the TBU PD fund.
6. Notwithstanding (3), (4) & (5), members who take additional courses are eligible to apply for up to \$800 for each additional course.
7. The PD fund request form shall include the applicant's name, address, personal email, phone, school, amount requested, PD details and all related receipts.
8. PD fund requests shall be made by the member affected, to the Bargaining Unit President.
9. All PD fund requests shall be decided upon by a committee composed of 3 members:
  - a. President
  - b. Vice-president
  - c. Another member of TBU council, elected at the AGM for a 1 year term
10. The President shall designate a member from the TBU council, if a position is vacant.
11. All members of the PD fund committee must be members of the TBU.
12. Upon approval, PD funds will be provided to the member as soon as possible.
13. The PD fund may also be used to fund up to 4 TBU members each year to attend a conference, and shall not count towards the members' total for that year; each

participant can be funded for up to \$2250, which includes registration, travel, accommodation, time release and meals. Each September, a notice will be sent out to all TBU members to solicit interest in attending a conference during that school year. Members interested in attending a conference that year will submit their name, details about the conference they wish to attend and estimated expenses. Selection of participants will be done by Oct. 15 by random selection of all interested applicants, with priority given to members who have not attended any conferences/training during that school year and the previous school year.

14. The PD fund may be used to fund additional professional development, conferences and training opportunities for members, as approved by TBU council.
15. A report shall be provided at each T/OTBU council meeting regarding the use of the PD fund, but shall not mention the member names or identifying details.

Revised & Approved: May 2021