



CUPE 1628 STPDL GUIDELINES 2023 - 2024

Short Term Professional Development Leave (STPDL) funds will be used to reimburse members for their participation in a certificate/credit course, conference, seminar or workshop designed to enhance, improve or develop job-related skills and/or professional or personal growth.

To qualify for negotiated CUPE Local 1628 STPDL funds, the applicant must be a **Permanent Member** of CUPE Local 1628. Members cannot be on a leave, or off due to illness at the time of the STPDL event. Members who are "casual" or "long term occasional" (LTO) do not qualify for STPDL funds.

All STPDL requests must be made using the online forms found on the Peel Board Intranet. To find the forms, click on: **My Site, Departments, Finance, Accounting, STPDL**. From there, you will find a link for 2 forms:

1. Professional Development Request Form (PDRF)
2. Short Term Professional Development Leave Reimbursement Form (STPDL)

Instructions are on the top of both forms that need to be completed. Both forms are required to be completed and submitted as part of your claim. PDRF is the approval form and STPDL Reimbursement Form is the expense request form.

Your package must include the following:

- a) Completed Professional Development Request Form (PDRF)
- b) Completed Short Term Professional Development Leave Reimbursement Form (STPDL)
- c) Copy of paid receipt(s). **You must submit original receipts for food.**
- d) All supporting documentation, such as: copy of workshop flyer, conference form
- e) Proof of completion/certificate.
- f) Immediate supervisor's signature, if during your normal working hours. Approval may be requested via email. (please note that your supervisor's signature is not required if attending outside of working hours.)

The CUPE Local 1628 Professional Development Committee is responsible for approving STPDL requests. The committee meets monthly to review and approve STPDL requests. Accounting will not reimburse members until the member sends in their complete package signed and approved by the Chair of the PD Committee **after** completing their workshop, course/conference.

The fund allocation as per the Collective Agreement (CA) is based on \$150.00 per year, per full time equivalent active employee of PDSB, Local 1628.

Based on the current availability of funds, the PD Committee is allocating an additional \$600, per member, for a total of \$750, per member for the 2023 - 2024 School year. Total reimbursement requests cannot extend **the maximum of \$750.00 per member.**

All fees associated with STPDL requests must be paid upfront, by the individual. Members should not pay for courses/workshops using PDSB P-Cards. Group requests will not be accepted. **Faxed, emailed or photocopied submissions will not be approved.** Please send your completed package by internal Board Courier to: **Jennifer Ruoso, c/o CUPE 1628 Union Hall.** Incomplete packages will be returned to you for re-submission.

Our school year runs from September 1st to June 30th. The PD Committee does not meet during July and August. As such, any PD courses/workshops taken or completed during these 2 months will be processed for reimbursement from the following year's budget, upon return in September. **Please submit your STPDL claims reimbursement within 30 days from the date of your workshop/course completion date.** Any claims submitted after 30 days may not be reviewed.

Appropriate use of STPDL Funds	Inappropriate use of STPDL Funds
<ul style="list-style-type: none"> • Any course certificate/credit offered through Community Colleges/University or other recognized agencies to assist with professional/personal growth • Textbooks relating to course/workshop • Professional/Personal Development workshops/seminars/conferences (<i>i.e. Computers, Presentation Skills, Public Relations Skills, Who Me a Leader, OASBO, Mental or Physical Wellbeing, Stress Management</i>) • Accommodations for over-night conferences only, based on <i>1 night for every 2-day conference (i.e. OASBO)</i> 	<ul style="list-style-type: none"> • Courses or training offered by PDSB; LTSS or another department within the Board that is job related • Community College / University Tuition • Accommodations for courses being taken (<i>i.e. University, College Courses</i>) • Association/Memberships/Dues or Fees • Gym/Fitness/Health Club Memberships (<i>i.e. Goodlife, YMCA etc..</i>) • Medical or therapeutic therapies (<i>ie. Massage Therapy</i>) • Anything that is, or can be covered through private health insurance (<i>ie. Canada Life, Great West Life etc</i>)

The following will **not** count towards a member's \$750 STPDL allocation:

CUPE 1628 STPDL Dinner(s)

CUPE 1628 STPDL Conference/Retreat

CUPE 1628 STPDL event(s) hosted by the PD Committee (*ie. Trivia Night*)

If the conference/workshop is a full day, and food is not provided, you will be given a meal allowance of a maximum of \$40.00 per day. Please submit **original receipts** with your completed claim.

Supply coverage will be provided for all single site workplaces. Otherwise coverage will be on a one to two ratio. For example, if two CUPE Local 1628 members from the same location are attending the same conference, or different conferences on the same date, then only one supply will be provided for that location.

Funds will be provided for parking and mileage unless otherwise noted on communications. Please note that mileage is paid from the work location to the destination. **Mileage is reimbursed using the online mileage form also found on the Accounting page on My Site.** Mileage is claimed online after you attend the workshop, course/conference. Mileage will be paid for one round trip for courses, conferences, workshops, etc. The approver for mileage is the supervisor at your location and then STPDL funds will reimburse your location. ***Please note that if you carpool only the driver claims mileage. Please print off your direct deposit email statement from the Board and send this along with your completed PDRF form, STPDL reimbursement form and receipts to the CUPE 1628 PD Committee. You cannot claim mileage for the Board's PA days, or any event hosted by CUPE Local 1628.***

Once your STPDL claim has been approved and returned to you, you must submit a **hard copy** of the **complete package** (PDRF & STPDL forms, original receipts, other information, email approvals (if applicable) to CBO Accounting by one of the options below. **Please make a copy for your records.**

- Send through the internal courier from your school/location; or
- Send through the mail to:
 - **Finance Dept. - STPDL**
 - **Peel District School Board**
5650 Hurontario St, Mississauga, ON L5R 1C6

If you have access to CBO, mark the envelope "**Finance Dept. - STPDL**" and drop it off in the CRC drop box behind the reception desk in the front lobby. Please make a copy for your records.

It is the intention of the CUPE 1628 Professional Development Committee to review the CUPE 1628 STPDL Guidelines annually and submit to the CUPE 1628 Executive Board before they will be added to our Locals' website.

Jennifer Ruoso

Chair, PD Committee

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