

YK#1 PD Funds 101

There are 2 sources of funding for personal PD:

1. **PERSONAL PD FUNDS** to support PD for Yk#1 employees who are not at KTW or KDS schools. These funds can be used to attend workshops or conferences, to purchase professional reading material (up to 10% of the total funds in their account can be used) or to pay for courses or the portion of the tuition fee not reimbursed by the Credit Course Funds. Presently each member receives \$700/yr.
2. **CREDIT COURSE FUNDS** to support ongoing learning through the enrolment at an accredited institution for credit courses leading to a degree, diploma or certification for Yk#1 employees who are not at KTW or KDS schools. There are 2 groupings for the courses - School Year (September to June) and Summer. Applications for School Year courses are accepted 2X a year - by October 31 and by February 28. The School Year funds are divided in two to give members the chance to be reimbursed for 2nd semester courses. Summer applications are due 1st Friday in June.

Applying for PD Reimbursements

Step 1 -- Determine which source of funding is suitable for your PD. Complete the appropriate form copied from the Yk#1 PD Handbook June 2020 Edition.

~~ **Page 11** for workshops, conferences, and credit courses (list under registration fees) not reimbursed by the Credit Course Fund (considered a top up). ***NOTE per diems are not given. Reimbursement is based on receipts provided.***

~~ **Page 12** for professional reading material

~~**Page 13** for Credit Courses

Step 2 -- Submit application to the PD Chairperson (Rachell Simmons at JHS) prior to the PD Session or commencement of the course. This step does not guarantee absence approval. Approval for absence from the school must be obtained from the Administration by following each school's protocols. If the conference takes place outside of Canada you must seek approval from the Superintendent.

Step 3 -- Attend the PD session, complete the course(s), or purchase the resources. Submit ***all receipts*** with a written breakdown or ***proof of payment*** for course(s), ***proof of attendance*** to the workshop or conference (name tags, detailed session registration etc.) and ***proof of successful*** completion of the course to the PD Chairperson (Rachell Simmons).

NOTE -- Submission of documents to support reimbursement from **Personal PD Funds** must be submitted by the day before the start of the subsequent school year. This could be as in this year August 24. In the case of reimbursement for resources the application and proof of payment must be received by April st of the present school year.

Submissions of documents supporting reimbursement from **Credit Course Funds**, **must be received** the day before the next application deadline date. This would be Oct. 29, Feb. 26, & 1st Thursday in June.

FYI - As the amount of funding contractually given has not changed in several years but the sub costs have increased yearly, the Committee has had to reduce the number of sub days covered by the PD funds to 1 day / school year / member. A reminder that sub costs will not be covered for those who do not require a sub (Principals, PSTs, Counsellors). Anyone less than 1.0 FTE will only be covered for 1 calendar day absent from work. Thus they will not be covered for 2 days absence if they are .5 FTE. Depending on what is negotiated in the new contract, next year sub costs might not be covered at all.

The other change that might occur is that credit course reimbursement might have to be limited to 1 course / session / member (1 - school year & 1 - summer)