



POLICY:

PROFESSIONAL DEVELOPMENT REMUNERATION FUND

This Policy has as its purpose to **provide funding, on a first-come, first-served basis**, to the members of the Hastings and Prince Edward Occasional Teachers' Local. **A fund of \$8000 is available to members to access for Professional Development courses or workshops** using the following guidelines:

- 1. Members may apply to the Professional Learning Chair for a maximum of \$400.00 per member, per school year, until such time as the fund is exhausted.**
- 2. Members will be compensated for a maximum of 50% of the cost of their course(s)/workshop(s) or a maximum of \$400, whichever is the lesser amount.**
- 3. Members may access the fund for professional growth.**
- 4. Members may apply to the Professional Learning Chair, in writing or by email, providing the name, a brief description of the course/workshop, the start and end dates plus receipts for all costs of the course/workshop.**
- 5. All applications require the approval of the Executive before the awarding of funds.**
- 6. Applications must be received after the 25th of August each year, as these funds are used up quickly. (Revised September 2014)**
- 7. All applications for the Professional Learning Fund and receipts must be submitted by June 1 of the school year in which they applied or at the discretion of the Professional Learning Chair.**