

C.U.P.E., Local 1393 and the University of Windsor PROFESSIONAL DEVELOPMENT FUND APPLICATION

Forward the application to the Secretary of the PDF Committee through the Department of Human Resources

Name of Applicant: _____ Department: _____

Job Title: _____ Supervisor: _____

Extension/Email: _____ Date Submitted: _____

Purpose of Application: Professional development is defined as the development of one's professional attributes, abilities, and skills by the application and participation in activities as described in the Professional Development Fund Application Guidelines. Please describe how this request enhances your professional development as defined above.

Travel destination: _____ Date (from -to): _____

EXPENSES: (Travel expenses for the first three line items immediately below are as per current U. of W. Travel Policy)

Transportation:	_____	_____	Canadian/US Funds
Accommodations:	_____	_____	Canadian/US Funds
Meals:	_____	_____	Canadian/US Funds
Registration:	_____	_____	Canadian/US Funds
Memberships:	_____	_____	Canadian/US Funds
Books:	_____	_____	Canadian/US Funds
Subscriptions:	_____	_____	Canadian/US Funds
Other:	_____	_____	Canadian/US Funds
TOTAL:	_____	_____	Canadian/US Funds

To be completed by immediate supervisor:

I hereby verify that this request is not for:

- essential training for the job;
- service manuals or training courses for University owned equipment;
- computer software needed as a tool for the applicant's work;
- parking and travel within Essex County of less than 25 km.
- tuition related incidental fees

Date: _____ Signed: _____
(Immediate Supervisor)

If time off is required, I hereby approve the requested time off.

Date: _____ Signed: _____
(Immediate Supervisor)

I hereby acknowledge that my request is not a requirement and is not considered an essential part of my present position.

Signature: _____

PROFESSIONAL DEVELOPMENT FUND APPLICATION GUIDELINES

1. Under the terms of Article 18.09(c) of the CUPE 1393 Collective Agreement, the Professional Development Fund Committee (the Committee) shall define professional development and establish the guidelines under which the employee shall receive funding.

The parties recognize that professional development is beneficial to both the employee and employer. The intent of the CUPE 1393 Professional Development Fund is to provide for the professional development of members of CUPE 1393. Professional development is defined as the development of one's professional attributes, abilities, and skills by the application and participation in activities as outlined below:

- a. Such activities include continuing education, studies, review of current literature in one's professional field, and activities related to a change in one's professional field. Specifically, this fund can be used for items such as books, magazine subscriptions, professional membership dues, including obtaining and/or maintaining accreditation or certification (when not required as a prerequisite for the job), workshops, seminars, conferences, symposiums, trade shows, and related travel costs in accordance with the current University of Windsor Travel and Accommodation Policy.
 - b. This fund is not to be used for: service manuals or training courses for University owned equipment; computer software, if needed as a tool for the applicant's work; requests for funds for essential job training; parking and travel within Essex County of less than 25 km; and/or tuition related incidental fees.
2. The Committee shall use the following parameters as guidelines when reviewing applications:
 - a. The availability of funds.
 - b. The maximization of participation.
 - c. The number of previous applications made by any single applicant.
 - d. A member's application(s) to the Fund shall not exceed \$1,500.00 during the period covered by the current collective agreement.
 - e. All requests for funding must be related to a person's professional development, as described above.
 - f. Goods and services will be acquired in a cost-effective manner.
 3. Approval of funds, whole or in part, shall be at the sole discretion of the Committee and approved funds must be used within six (6) months of the date of approval. Any funds approved for travel will not be released more than one month prior to departure, unless needed for pre-registration.
 4. Preference will be given to applicants who have not attended similar conferences, workshops, trade shows, seminars, or symposiums which were approved in the preceding 24 months.
 5. An application will be made to the Secretary of the Committee through the Department of Human Resources on the application form and must come from a bargaining unit member. Electronic application forms are available on the Human Resources web site.
 6. Original receipts and all supporting information available e.g., registration form, accommodations, travel, Student Statement of Account, etc. must accompany the application. Incomplete applications will be returned without processing.
 7. Upon return, those submitting for travel must complete a University Travel Expense Report and attach all original receipts.
 8. An application requiring time off must have department head or supervisor approval.
 9. The Committee will respond to the applicant with an explanation of the decision. An appeal or review shall be permitted and the final decision by the committee shall be binding.
 10. Items purchased through this fund belong to the applicant for whom they were purchased.
 11. Upon fund depletion, applications will continue to be accepted but will not be processed, until funds are replenished as per the collective agreement.
 12. The Committee will consider retroactive reimbursement for professional development in the previous funding year.
 13. In unusual circumstances, expenses exceeding authorized amounts may be submitted to the Committee for review and approval. A new application must be submitted, including valid reasons for exceeding amounts must accompany the request.
 14. This application, whole or in part, may be deemed by Canada Revenue Agency (CRA) as a taxable benefit and thus be subject to income tax.