

### **P.S.S.P. Professional Development Funds for the 2023-2024 School Year**

**Criteria and eligibility for funds.** Please read the following carefully. Omitting information, or steps will result in a delay of payment/reimbursement.

The criteria and updated reimbursement forms will be posted on the OSSTF District 23 website ( <http://www.d23.osstf.ca/pssp.aspx>) by the end of September.

- The amount of funding per member will be determined at the beginning of the school year as it is based on the total number of PSSP members and this fluctuates each year.
- Members will be notified of the PD allotment at the beginning of each school year.
- Disciplines may pool their funding. A decision to do this must be member directed and agreed to by all members in the discipline.
- PD Funds or for professional learning. Resources to assist in our day to day work will not be covered.
- If you are going to be attending a PD session during the day that results in you being away from your regular work, even if it is a virtual conference, you need to get approval for the time away from your supervisor. You will need to show this approval when submitting your request to the PD Committee.
- If you wish to attend PD and it is outside of normal work hours (virtual PD is sometimes offered in the evenings or is recorded so you can watch at your leisure), you do not need approval from your supervisor, only approval from the PD committee.
- Members wishing to access their PD funds must submit their request in writing to the PD committee by email to: [osstfdistrict23@gmail.com](mailto:osstfdistrict23@gmail.com)
- The P.D. Committee may approve/deny all or some of the monies requested. This could depend on the amount of money in the P.D. budget and/or the criteria.
- Along with confirmation of registration you can be reimbursed for your registration prior to attending the conference or workshop. PD must be based on your role within Grand Erie
- As in past years we will review the expenditures at the end of the school year and we may be able to pay additional costs that may have been incurred so please keep your receipts. There is no guarantee we will be able to cover overages.
- Mileage will be paid at .58/km if a members allotment has not been exceeded by registration fees.
- Cheques will be sent to your home address.
- **All claims must be submitted by: June 10, 2024**