

# CLAUSE 9.5 CHANGES:

A LETTER FROM THE PROFESSIONAL DEVELOPMENT FUND COMMITTEE

Dear Colleagues,

In November, Local Council approved new changes to the Professional Development Fund Committee Frame of Reference.

We would like to share the major changes with you.

First, there are new maximums for applications. Keep this handy "clip and save" chart for your reference. This letter will also be made accessible on [our website](#).

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## Clause 9.5 Claims:

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- 1. You can now claim up to \$1600 over 2 years**
  - 2. Hotel maximum is \$200/day**
  - 3. Car Allowance is \$0.45/Km**
  - 4. Subsistence is \$60/day**
  - 5. Sub costs - \$129 / half day, \$234 / full day**
- \*\*Costs for subs will continue to be the FIRST item paid in a claim.**

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**The above changes will NOT be made on the form because we are in the process of designing an online application process.** You will receive the allotted maximums without having to adjust the form.

The second major change for Clause 9.5 involves the approval process.

The PD Funds committee has been advised that we need a hard copy signature from an executive member on the committee, rather than verbal assent for approving your PD activities.

**THEREFORE...** please follow this new procedure. Keep this handy "clip and save" chart for your reference.

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## Clause 9.5 Application Procedure:

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- 1. Fill out the request form. (Prior approval will not be given over phone or email unless there are extenuating circumstances.)**
- 2. Send the form to:**  
**CASTLE SCHOOL**  
**ATTN: Jennifer Fredeen**
- 3. Your activity will be approved or denied. Denial will be communicated via email.**
- 4. Your form will be returned with the approval amounts via the Local Office.**

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This new procedure will take extra time. We encourage all members to make applications as soon as possible.

You must gain approval **prior** to attending any activity or paying for a course.

If you do not submit receipts within **21 days** of your activity, you will **NOT** be reimbursed as per our Frame of Reference.

You may appeal any decision in writing to the PD Funds committee.

If you have any questions, please contact Deneen Zielke [dkzielke@shaw.ca](mailto:dkzielke@shaw.ca) (president) or Jennifer Fredeen [jennifer.fredeen@gmail.com](mailto:jennifer.fredeen@gmail.com) (Economic Policy Committee Chair).