



PD Policy Q & A

Where can I find the new **form** for PD fund requests?

All PD forms and more information can be found on nvta.ca under Professional Development.

How should I **send** my forms to the NVTA?

All forms with receipts and brochures attached should be sent to the NVTA office through the milk run. Do not send electronic copies of forms to the NVTA; you will be asked to resubmit hard copy forms. All schools have milk run access in the main office for everyone.

Why do the new forms ask for my **employee number**?

This will allow the NVTA to ensure that members with the same name are handled as two distinct individuals. It will also allow for accurate tracking if members change their names for any reason.

How does my **FTE** affect my PD fund request?

Members working 0.5 FTE or more will be reimbursed up to \$250 during the year.

Members working less than 0.5 FTE will be reimbursed up to \$150 during the year.

Members who work at more than one school should record their total FTE with the District.

Members who are TTOCs will be reimbursed up to \$175 during the year.

Any amount over the allocated reimbursement for each category will be eligible for Top Up, regardless of contract status, if there are remaining funds in June. Members who attend multiple events can claim reimbursement for each event but will be reimbursed up to their FTE limit with any extra remaining for Top Up if funds remain. (See Top Up Question)

How can a **DOC** apply for PD funds?

DOCs apply in the same way as all contract teachers. All PD Policy applies the same way to contract teachers regardless if they are placed in a school or not.

How can a **TTOC** apply for PD funds?

TTOCs apply using the form called *TTOC Request for PD Funds*. The NVTA PD Policy has specific provisions for PD Funds for TTOCs. Use the milk run in the main office at any school to send forms to the NVTA. Cheques will be mailed to your home address given on the form.

TTOCs and other new teachers should also contact the NVTA for special funding for the BCTF New Teachers Conference.

What if I am a part time teacher who is also a **TTOC**?

Members should apply under the category that provides them with the highest reimbursement. Members cannot apply in multiple categories.



PD Policy Q & A Continued

What is the difference between **Holding Funds** and **Requesting Funds**?

Members do not have to hold funds; this is an option for members who wish to know ahead of time if there are funds available for their activity.

If a member knows that they will participate in a specific PD activity, they can submit a form to Hold Funds and find out if there are funds available still for the funding period. Available funds will be held for that member until they complete the activity and can be reimbursed.

If a member has participated in an activity, with or without putting in a request to hold funds, then they can submit a form to request reimbursement. If there are still funds available for the funding period, then they will be reimbursed upon receipt of the form and receipts.

How will **top-up** be handled? Do I need to send in another form?

There is no need to submit an additional form for top up in June. Top up will automatically be paid at the end of June, to those who requested PD funds throughout the year, **if there are funds remaining** from any of the three funding periods.

Is everyone guaranteed to get **top-up**?

Top-up is not guaranteed. It will be distributed only if unused funds remain from any of the three funding periods.

Can I claim for **mileage**?

Yes, for trips greater than 30 km round trip. You must submit a Google map (or similar) showing the kilometers. For the 2017/18 school year, reimbursement will be at 52¢/km as per the BCTF rate.

How much can I be reimbursed for **accommodation** if I need to stay overnight to attend an event?

Members can claim up to \$125/night for accommodation. Receipts must be submitted.

Can I claim for **meals**? How much can I claim?

Meals can only be claimed if overnight accommodation is also claimed. Receipts must be submitted and will be reimbursed up to a maximum of \$14/breakfast, \$16/lunch and \$26/dinner for the 2017/18 school year as per the BCTF rate.

If I am taking a **course or program** that runs over several weeks or months, when can I claim it?

If a course or program runs over several weeks or months, the date of the first class will be used to determine which funding period it will be processed in and when reimbursement will be paid. For example, a course which starts in January and runs until May will be processed and reimbursed in January as part of the Fall Funding Period, regardless of the fact that classes will continue to run through other funding periods.