

ELEMENTARY PROCEDURE FOR REQUESTING CONFERENCE FUNDING

Conditions

1. All conferences must be educational conferences related to the duties and responsibilities of the teaching profession to be eligible for conference funding. If necessary, an ad hoc Conference Committee will adjudicate on the efficacy of a conference request.
2. Prior to registering for a Conference, attendance must be approved by your Superintendent, School Principal, and by the Coordinator, Corporate Services Training, Human Resources. Once you receive approval, you may register in the conference.
3. Funding will be available to teachers of the Dufferin-Peel Elementary Unit of O.E.C.T.A. employed by the Dufferin-Peel Catholic District School Board. This funding is available to employees for one conference per Elementary teacher **each school year**.

Funding Procedure

1. **There is a limit of two O.E.C.T.A. teachers per school/department, per conference, held on the same school day.**
2. Funds are approved on a "first-come basis" as per above CONDITIONS or until funds are depleted.
3. The Board may fund any Dufferin-Peel Elementary O.E.C.T.A. teacher to a maximum of \$300.00 plus up to two (2) supply days between September and June inclusive with the exception of July and August when teachers may request a maximum of \$600 towards a conference. Travel costs, accommodations, membership fees, parking costs, etc. are not covered.

- \$300 (September – June inclusive) maximum funds towards an approved conference
 - \$600 (July and August) maximum funds towards an approved conference
 - Funding is available to an OECTA Elementary member
 - Funding will cover a maximum of two (2) supply teacher days
 - use Code 55 to report an absence to attend a conference
 - the fund is applied to only one conference
4. If supply coverage is required, it is the teacher's responsibility to contact TRACS to arrange for supply teacher coverage in accordance with the approved days. Use **Code 55** to report an absence to attend a conference
5. Cancellation or withdrawal from the conference must be notified in writing or by email, prior to the date of the conference, to the Training and Development Administrator, Human Resources. Call TRACS to cancel supply day requests (if applicable). This will enable you to qualify for another conference (pending Funding Procedure #2).
6. Failure to notify may result in Supply Teacher costs being charged to the fund and the applicant will therefore forfeit eligibility to attend a conference and will be placed in the rotation schedule (as per CONDITION #3).
7. The employee will be reimbursed the funding amount approved once the original registration receipt and a copy of the Request for Conference Funding form are returned to Training and Development Department, Human Resources no later than one month after the employee has attended the conference.