



Professional Development and Employee Assistance (PDEA) Information

PDEA application deadlines are:
November 15, March 15 and July 15

Professional Development

Although CUPE 3908 Unit 2 members are not required to engage in research and scholarship as part of their employment responsibilities under the Collective Agreement, eligible employees may submit professional and academic development applications for assistance from the fund to a maximum per employee of not more than \$500 per year.

Employee Assistance (UHIP)

Recognizing that CUPE members coming from abroad pay much more for the University Health Insurance Plan, members who are paying UHIP fees can apply for assistance to a maximum of not more than \$200 per year.

ELIGIBILITY

All full-time Graduate Teaching Assistants (working appointments totaling 120 hours for the year) may submit applications for PDEA reimbursement. Receipts for professional development must be from the year you apply.

CUPE & GSA

If you are also submitting applications for conference funding to the GSA, be sure to use different original receipts for the CUPE PDEA fund.

Application Procedures

Submit a copy of the completed PDEA application form(s) attached below. You can submit for Professional Development, UHIP, or both if you qualify. The forms are available at our website: www.cupe3908.org, or can be obtained at the union office.

Deliver your application by:

- **Regular Mail:** Attn. Unit 2 PDEA Committee, CUPE Local 3908, Traill College, Trent University, 1600 West Bank Drive, Peterborough, ON, K9L 0G2.
- **Inter-Office Mail:** Attn. Unit 2 PDEA Committee, CUPE 3908, Traill College.
- **Drop Off:** Room 116 (ground floor), Wallis Hall, Traill College or put in the slot marked Mail Box, Wallis Hall (ground floor), Traill College.
- **E-mail to:** office@cupe3908.org. Original receipts will need to be mailed in or dropped off.

Your claim will be processed by the Unit 2 PDEA Committee using the formula and criteria listed in this package.

You will receive an email and letter notification whether you receive PDEA funding or not. Your cheque will be issued and mailed to the address you enter on the form.

Funding Formula

As outlined in Appendix D of the Unit 2 Collective Agreement, there is a fund of \$27,500 available to members for PDEA coverage up to \$500 per member for Professional Development and \$200 for Employee Assistance (UHIP) each year.

Applicants who apply for PDEA will be subject to the following funding formula:

If the amount of money requested by members in a process period is less than the amount of money remaining in the fund, all eligible applicants will be reimbursed for their requests, upon approval of the PDEA subcommittee, up to the \$500 maximum per member per year.

If the amount of money requested by members in a process period exceeds the amount of money remaining in the fund, the PDEA committee will calculate the amount remaining in the fund as a percentage of the total amount approved for payment. For example: If there is \$1000 left in the fund and the total requested funds is \$1, eligible applicants will receive 2/3 of their requested funds. This will ensure an equitable distribution of funds among all eligible applicants.