





## PROFESSIONAL DEVELOPMENT AND EMPLOYEE ASSISTANCE (PDEA) APPLICATION AND INFORMATION

Application deadlines are:  
**November 15, March 15, and July 15**

### WHAT IS THE PDEA?

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 PDEA applications for assistance from the fund to a maximum per employee of not more than \$600 per year.

For the duration of the 2024-2028 Collective Agreement or until such a time that the surplus in the fund has been exhausted, employees may claim a maximum of \$1000.00 per year.

### PDEA: WHO IS ELIGIBLE?

All Unit 2 members, including Graduate Teaching Assistants, working appointments totaling 120 hours or more for the year, may submit applications for PDEA reimbursement. Receipts for professional development must be from the year you apply.

### PDEA: WHAT DOES THE FUND COVER?

The fund covers: Conferences and research (i.e., fees, travel, and accommodation); and Professional Skills Development (i.e., costs for conducting research, purchasing research materials, and professional development fees). It does not cover costs related to your work as a student, such as textbook fees.

### PDEA: TGSA/GRADUATE STUDIES & CUPE 3908

If you are also submitting an application for conference funding to the TGSA and Graduate Studies as well as the CUPE 3908 PDEA Fund, be sure to submit different expenses to each 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.

Deliver your application by:

- **Email:** office@cupe3908.org.
- **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.

If you submit original receipts please keep a copy for your own records, in case they are lost or misplaced.

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. If your application is approved you will be reimbursed within 45 working days of the committee decision. Your cheque will be issued and mailed to the address you enter on the form.

### FUNDING FORMULA FOR PDEA REIMBURSEMENT

As outlined in Appendix C of the Unit 2 Collective Agreement, there is a fund of \$27,500 available to members for PDEA and UHIP coverage. This fund will increase to \$30,000 on September 1, 2026, and to \$32,000 on September 1, 2027.

#### 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 \$600 maximum per member per year (or \$1000 per year until the surplus in funds is exhausted).

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 \$1500, eligible applicants will receive 2/3 of their requested funds. This will ensure an equitable distribution of funds among all eligible applicants.