

Unit 3 Professional Development Fund Application 2010-11

Information Page

Thank you for applying to the Unit 3 Fund administered by CUPE Local 3902 to offset expenses related to your teaching. Expenses that are incurred in order to fulfill your job contract are to be submitted first to the employer as per the Unit 3 Collective Agreement. Nothing specified as covered by the employer as agreed to in the Collective Agreement will be covered by this fund. Please see page three for a list of eligible expenses.

Below are the items that **will not be** covered by this fund:

For Sessional Lecturers:

- Photocopying

For Sessional Instructional Assistants:

- Text books

Please complete the application and attach all required documents – **it is your responsibility to ensure that your application is complete**. A checklist is provided to assist you in that process. To be eligible for the fund you must be a member of CUPE 3902 – Unit 3, who was employed in the bargaining unit September 1, 2010 to August 31, 2011 for a minimum of 50 hours if paid on an hourly basis or one half course (1/2 FCE) if employed as a Sessional Lecturer (or a combination of the two as required).

Important Deadlines:

Monday, 1 August, 2011 Application posted online

Friday 30 September, 2011 final deadline to submit applications

Friday 14 October 2011 notice of award will be mailed no later than this date

Friday 4 November 2011 last date to appeal denial of application

Friday 18 November 2011 cheques will be mailed **after** this date

You must provide the following documents and information with your application:

- A complete application including home mailing address and email address. We will use this address for all correspondence
- A membership application form available on the union website
- Original receipts for all expenses listed on the application

The fund works by calculating an equal percentage payment of all amounts applied for up to a cap of \$200 per applicant. The amount disbursed to each applicant will depend on the number of applications and the total expenses applied for. Please submit as many eligible expenses as possible – submitting \$200 in receipts will not generate a disbursement of \$200 but rather a percentage of receipts.

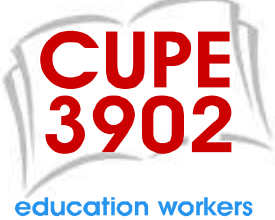
If you do not receive confirmation by 28 October, 2011, please contact the union office by email at info@cupe3902.org. There is an appeal process if your application is turned down; the deadline for making appeal is 4 November 2011. **It is your responsibility to contact us if you have not received confirmation of our receipt of your application.**

Checklist – I have included the following

Complete application

Membership application form (or membership number if already member)

Original receipts



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Please deliver or mail to: CUPE 3902
180 Bloor St. West, Suite 803, Toronto, ON M5S 2V6

Contact Information:

Name _____

Mailing Address (including
Apartment #,
city and postal code) _____

Email Address _____

Application Information:

Dept of Work in 2010-11 _____

Courses Taught (for SLs) _____

Did you have more than 50 hours of Unit 3 employment? (between 1 September 2010 & 31 August 2011?)

Yes

No

Professional Expenses Information:

Please list the teaching-related expenses that you incurred over the 2010-11 academic year that were not covered by your Department of work at the University of Toronto. Please note: expenses covered by the employer under the Unit 3 Collective Agreement will not be reimbursed through this fund (see information page). Original receipts must be attached.

I hereby make application to the CUPE 3902 Unit 3 Fund. In applying for funding I attest and certify that my answers to the above questions are true and accurate to the best of my knowledge and I am not knowingly making any false representation. I further authorize CUPE 3902, its agents, officers or representatives, to request verification of any of this information from the University of Toronto. I also authorize the University of Toronto and any of its officers, agents or representatives to release such personal information to CUPE 3902 for the purpose of verifying any of this information.

Dated the _____ day of _____ 20____ in the City of _____

Signed _____

Unit 3 Professional Development Fund

Examples of Eligible Expenses:

- Membership fees for professional and/or learned societies related to the member's discipline
- Subscriptions to professional and/or learned journals
- Books, materials, equipment and services directly related to research
- Computer hardware and software and supplies used in performance of academic duties that are not considered 'required' to do the job and thus the responsibility of the Employer
- Expenses incurred in the preparation and completion of scholarly manuscripts, and page or reprint charges
- Office supplies related to the performance of teaching and research duties that are not covered by the CA or properly the responsibility of the Employer
- Fees incurred for professional development