

Professional Development Funds

Information for Temporary Contract Teachers & Teachers Affected by Layoff/ Recall Processes

The following parts from the VTA/ SD 22 Professional Development Handbook are relevant to those of you who are in Temporary Contract positions, or those people who are part of the layoff/ recall processes. Pay special attention to the parts in **BOLD** regarding transferring/ holding of funds. **The form attached to this document must be completed by September 30th if you are no longer at the school where your funds are currently held.**

This document is meant as general information, and if you have additional questions, you can contact your school's PD chair, or the VTA PD chair at pdchair@vernonta.com.

Initial Allocation of PD Funds:

- Money received each year shall be divided equally among full and part time contract teachers. Each teacher is to be made aware of their allotment at beginning of the school year.
- Teachers in temporary assignments who are replacing a contract teacher before the September 30th deadline, will receive the pro-rated allotment of the teacher whom they are replacing. If a temporary assignment takes place after disbursement of allotments, these teachers can apply to the school's general PD fund for a pro-rated allotment.
- TTOC's do not receive a school based allotment but are encouraged to apply to the TTOC PD fund for a reimbursement.
- If a teacher works at more than one school, their PD fund will be at the school with greater FTE assignment.

General School PD account

- Leftover retiree funds and or **past staff members' funds which have not had a transfer request by Sept 30./Jan. 30 will roll over into the general fund.**

Teachers on Leave or Laid Off

- Teachers who are on leave will have their allotment frozen (max. 2 years) until such time they return.
- Teachers who are laid off and not rehired will also have their funds held in their name at their school until such time they return (max. 2 years).
- A transfer of funds form (see form on next page) may be necessary if assigned to another school.
- **Funds that have not been identified as transferred or held shall be rolled over in the school's general PD fund.**

Transfer of Funds

If a teacher transfers to another school, they may request that those funds be transferred to the new school. (see form on next page)

Transfer or Hold of PD Funds request form

If you are transferred, on recall, or a mid-year hire it is your responsibility to request a transfer of your PD funds to your new school. Leftover retiree funds and or past staff members' funds which have not had a transfer request by Sept 30./Jan. 30 will roll over into the general fund. If you are not recalled or are on leave, you can request to have your funds held in trust so it is not rolled over into the school general PD account. Funds that have not been identified as transferred or held shall be rolled over in the school's general PD fund.

Date: _____

Name of teacher: _____

Please transfer my PD funds from _____ (former school) to
_____ (current school).

Please hold my funds in trust at _____ (name of school).

Amount to be transferred or held: _____

Teacher signature

Current School PD REP signature

****Submit this form to the PD rep where your funds are currently so they can write a cheque to your new school.**



VERNON TEACHERS' ASSOCIATION

Supporting ongoing professional development for all teachers