



## OSSTF/TARA ENRICHMENT FUND PROTOCOL/PROCEDURES

### **THE PURPOSE OF THE ENRICHMENT FUND:**

To cover costs associated with members' pursuit of learning and professional development opportunities that may not be covered through other negotiated benefits outlined within the Collective Agreement or through members' departments.

### **PROVIDES FOR:**

- Continuing Education - enrolment in programs, courses or workshops to pursue certificates, accreditations, or other credentials through educational programs.
- Conference registration fees and associated travel costs.
- Tuition or fees for training or development courses.
- Participation in professional organizations or membership fees.
- Journal or periodical subscriptions.
- Books, equipment or software that can be directly attributed to and/or assist in a member's learning or professional development.

**PLEASE NOTE - Funds will not be allocated for home office improvements needed as a result of telework arrangements. Please see the University of Guelph Flexible Work Arrangement, Policy 520, for more information.**

### **ENRICHMENT FUND AWARD ALLOCATIONS:**

- \$300 maximum per applicant subject to annual review.
- Award reflects actual expenditures.
- Contingent upon availability of funds.
- One application per member per fiscal year (May 1-April 30).

### **CRITERIA FOR SELECTING ENRICHMENT FUND RECIPIENTS:**

- Applicant has been actively employed in the OSSTF/TARA Bargaining Unit, as defined in the Collective Agreement, and is in good standing in accordance with the OSSTF/TARA Constitution and Bylaws.
- Applicant must be in an OSSTF/TARA position during the time in which the activity and the purchase takes place and when the transfer of funds is made.
- Any departmental contribution and/or other funds accessible to members outlined in the Collective Agreement.
- Funds provided must be directly related to the "Provides for" section of the Enrichment Fund Protocol and Procedures.

### **PREFERENCE IS GIVEN TO:**

- Members whose proposed activities will benefit their department and/or the University.
- Members who have not received funding in the previous year. Only if funding is available at the end of the fiscal year will applicants be eligible to receive funding two (2) years in a row.

**ENRICHMENT FUND SELECTION COMMITTEE:**

A minimum of four (4) members of the OSSTF/TARA Executive Committee, including the President and Treasurer.

**Committee's Duties:**

- Acknowledge receipt of all applications.
- Review all applications to determine whether they meet the awards criteria.
- Determine monetary amounts for approved awards.
- Notify members of the committee's decision to approve or deny applications.

**Please Note - The decisions of the committee are final. There is no appeals process.**

**Treasurer's Duties:**

- Issue cheques for successful applications to applicants, or to home departments (if they've covered costs for members' expenses).
- Keep the Enrichment Fund Committee apprised of the account balance.
- Following the end of each fiscal year, submit an overview of the Enrichment Fund account approvals to the Bargaining Unit President and to the Director of Human Resources.

**APPLICATION PROCESS AND DEADLINE:**

- Applications will be accepted between May 1-April 30, in accordance with the timelines of our Collective Agreement, or until funds are exhausted.
- Applicants will submit a completed Enrichment Fund Application Form along with a copy of the original receipted expenditures, to Joe Rooyakkers, OSSTF/TARA President, at [president@d35.tara.osstf.ca](mailto:president@d35.tara.osstf.ca).

# OSSTF/TARA

## ENRICHMENT FUND APPLICATION



NAME: \_\_\_\_\_ EXTENSION: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMPLOYEE ID #: \_\_\_\_\_ POSITION: \_\_\_\_\_

DEPARTMENT & ADDRESS (where cheque will be mailed): \_\_\_\_\_

REGULAR FULL-TIME ☐

TEMPORARY FULL-TIME ☐

DO YOU MEET THE RECIPIENT CRITERIA OUTLINED ON THE PROTOCOLS AND PROCEDURES DOCUMENT?

YES ☐ NO ☐

ITEM(S) PURCHASED: \_\_\_\_\_

PURPOSE OF ITEM(S): \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_ (MAXIMUM \$300.00)

AMOUNT OF DEPARTMENTAL CONTRIBUTION: \$ \_\_\_\_\_

DATE(S) OF PURCHASE(S): \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*The following section to be completed by OSSTF/TARA*

### DETAILS OF AWARD DISBURSEMENT

DATE RECEIVED: \_\_\_\_\_ NUMBER: \_\_\_\_\_

ORIGINAL RECEIPTS ATTACHED: YES ☐ NO ☐

APPROVED: YES ☐ NO ☐

AMOUNT APPROVED: \$ \_\_\_\_\_ DATE EMPLOYEE NOTIFIED: \_\_\_\_\_

REASONS FOR REJECTION OF APPLICATION/ADDITIONAL COMMENTS: \_\_\_\_\_

ACTUAL AMOUNT OF AWARD DISPERSED: \$ \_\_\_\_\_

CHEQUE NO: \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_ ISSUED BY: \_\_\_\_\_

PAYABLE TO: \_\_\_\_\_

SIGNATURE OF PRESIDENT, OSSTF/TARA: \_\_\_\_\_

SIGNATURE OF TREASURER, OSSTF/TARA: \_\_\_\_\_