

Teacher's Remedy Allocation Reimbursement Proposal Form

Our Collective Agreement includes limits on class size and class composition. A class is "overcapacity" when the employer fails to meet these limits. When a class is overcapacity, the employer is required to provide remedy, such as additional teacher time to support student learning and to mitigate the teacher's increased workload (for co-teaching, additional prep, student support teacher, etc.). At times, the employer fails to provide appropriate remedy in a given school year and this will result in the employer providing the member with a Teacher's Remedy Allocation. Your remedy allocation is held in your school's professional development account under your name and this allocation may be used for your professional development, or to enhance your teaching and learning environment, to help mitigate the additional workload caused by an overcapacity class. These funds fall under different guidelines than those set by your Professional Development Committee for regular professional development funds.

Teacher Name: _____

Professional Development Worksite (where your PD funds are held):

School Site: _____

District Program: _____

CRITERIA

- Teacher's Remedy Allocation funds may be used for professional development, or to enhance the teaching and learning environment of a classroom, school, or other educational program, to help mitigate the additional workload caused by an overcapacity class.
- Teacher's Remedy Allocation funds may only be used to reimburse a member for actual expenses incurred (receipts must be provided).
- Teacher's Remedy Allocation funds may not be used for ordinary materials, supplies, or equipment that should be provided by the district in support of basic programs for students and may not be used for the personal gain of the teacher.

PROPOSAL

Briefly describe how the proposed funds would be used and state how this proposal helps mitigate the additional workload caused by an overcapacity class.

PROPOSED EXPENSES TO BE REIMBURSED

Item Description	Maximum Reimbursement *
TOTAL:	

** This is the maximum that will be reimbursed once receipts are submitted. Be sure that any estimates include all related expenses (taxes, shipping, etc.) because you may need to submit a new proposal form if your expenses exceed the maximums listed above.*

SIGNATURES

MEMBER SIGN OFF

This proposal meets the criteria listed above and the funds requested will be used to help mitigate the additional workload caused by an overcapacity class by reimbursing expenses for professional development or for enhancing the teaching and learning environment of a classroom, school, or other educational program.

Member Signature: _____ Date: _____

STAFF REP SIGN OFF or REFFERAL**

- () **Not referred** to the PRDTU Executive Committee because the criteria are clearly met according to the guidelines.
- () **Referred** to the PRDTU Executive Committee for further consideration.

Staff Rep Signature: _____ Date: _____

*** If there is not a Staff Rep at your worksite, the PRDTU President may sign off or refer for further consideration in place of a Staff Rep. If there is a Staff Rep at your worksite, they must be the signer (not the President).*

Teacher’s Remedy Allocation Guidelines

When determining how to use Teacher’s Remedy Allocation funds in the context of each classroom, school, or program, members exercise Teachers’ Professional Autonomy to balance the competing principles on which these guidelines are based. Members are encouraged to consult with other professionals and to reflect on past precedent when determining how to apply these guidelines to their teaching context. Underlying the guidelines is the principle that teacher-directed decision making, at the school or program level, is generally the best way to meet the needs of students and teachers.

SHOULD S	SHOULD NOT S / MUST NOT S
<ul style="list-style-type: none"> • The exercise of Teachers’ Professional Autonomy <u>should</u> guide how decisions for using Teacher’s Remedy Allocation funds are made. • Decisions for how to use the funds <u>should</u> be teacher-directed, within the guidelines set out by the PRDTU. • Funds <u>should</u> be used to support professional development or to enhance the teaching and learning environment of a class, school, or other educational program. • Funds <u>should</u> be used in recognition that they are public funds - provided for the purpose of mitigating the impacts of an overcapacity class or program. • Decisions for using funds <u>should</u> be made in recognition that each member is generally best equipped to determine how to mitigate the impacts on workload and teaching and learning conditions for their own class or program. • Funds <u>should</u> be used in ways that help mitigate the increased workloads caused by overcapacity classes, without undermining our shared professional interest to push back against increased workloads for teachers and reduced educational supports for students. • The funds <u>should</u> be used in ways that do not undermine teachers’ job security, such as by providing incentives for the employer to reduce teaching staff. 	<ul style="list-style-type: none"> • Decisions for how to use the funds <u>must not</u> be guided on a purely individual basis, meaning that members must either follow generally accepted precedent or consult with the collective bodies of the profession (the PRDTU). • Funds <u>must not</u> be used for personal gain. • The funds <u>should not</u> be used to pay for basic materials, resources, and equipment that the district should be providing. • Use of funds <u>should not</u> help enable the employer to avoid its responsibilities to educators, students, and families. • Administrators and principals <u>must not</u> guide or direct the use of the funds. • The funds <u>must not</u> be used for anything other than for reimbursements for expenses for either professional development or to enhance the teaching and learning environment of a class, school, or other educational program.

Questions and Answers

What are Teacher's Remedy Allocation (TRA) funds?

- Sometimes the school district does not provide suitable remedy coverage in a school year for a teacher. When this occurs there will be unspent minutes in a year, which is converted to funds that are held in the school's Professional Development account. The funds provided for this are now to be earmarked as "Teacher's Remedy Allocation" (TRA) funds.

How are Teacher's Remedy Allocation (TRA) funds different from Professional Development (PD) funds?

- There are different guidelines and policies for how to use TRA funds and PD funds. Each school's Professional Development Committee continues to use their existing policies and changes. Nothing changes for Professional Development funding with these new guidelines for TRA funds. See the guidelines for how a member may use their TRA funds.

What may a member spend their TRA funds for?

- TRA funds may be used for professional development, or to enhance the teaching and learning environment of a classroom, school, or other educational program, to help mitigate the additional workload caused by an overcapacity class.
- TRA funds may only be used to reimburse a member for actual expenses incurred (receipts must be provided).
- TRA funds may not be used for ordinary materials, supplies, or equipment that should be provided by the district in support of basic programs for students and may not be used for the personal gain of the teacher.

How does a member get approval for use of TRA funds on certain expenses?

1. The member should start by reading and then following the Guidelines.
2. The member should then complete the Form. The member will next sign off for themselves that their proposal meets the criteria.
3. Next the member submits the Form to their Staff Rep (or the PRDTU President if they do not have a Staff Rep at their school or program).
4. Their Staff Rep then either signs off that the guidelines are clearly met or they may refer the proposal to the PRDTU Executive Committee for further consideration.

Note: The aim is for teachers and their Staff Rep to consult with each other and with other schools and teachers on how to apply the Guidelines, rather than for Staff Reps to routinely refer to the Executive Committee. The intent of the Guidelines is for teachers to exercise professional autonomy by following the guidelines themselves. Referrals are for new (unprecedented) proposals for proposals that do not clearly adhere to the Guidelines in the view of the Staff Rep.