



# YOUR PD FUNDS

What's the Difference Between the Two Main Professional Development Funds available to you?



## AD 10.10

**PROFESSIONAL DEVELOPMENT**

**CONTINUING EMPLOYEES ARE ELIGIBLE TO APPLY FOR AD 10.10 FUNDS**

This totals \$1000 each year with no accumulation.

## AD 10.11

**REIMBURSEMENT OF PROFESSIONAL DEVELOPMENT EXPENSES**

**CONTINUING EMPLOYEES GET REIMBURSED \$700 PER YEAR**

This fund can accumulate for 5 years to a total of \$3500.



**FUNDS YOU ARE REQUESTING MUST BE INCLUDED IN YOUR PDP**

Prior to applying for AD 10.10, you and your supervisor must mutually develop and agree to the training in your professional development plan. The PDP must be submitted to HR before you register for the training.

**ACCESS TO THIS FUND DEPENDS ON YOUR START DATE**

If you've started a continuing APSA position between January 1 - September 30 you can access your funds the following year. For those who started after this date, you can access your funds approximately 18 months after your start date.

**AD 10.10 IS USED MOSTLY FOR COURSES**

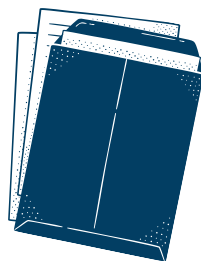
The expenses covered by this fund may include tuition costs, examination fees, textbooks and required course material for *off-campus job-related courses*. SFU credit courses are covered by tuition waiver under AD 10.12.



**AD10.11 CAN BE USED FOR A VARIETY OF PROFESSIONAL DEVELOPMENT**

This includes professional dues, subscriptions, journals and books, equipment, including computer hardware and software, and conference fees, including travel and associated expenses.

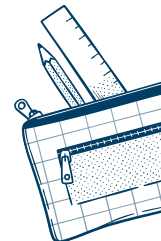
**PART-TIME CONTINUING EMPLOYEES GET A PRORATED AMOUNT**



Your funds for both AD 10.10 and 10.11 are prorated based on the percentage of full-time hours you normally work in a bi-weekly period.

**OWNERSHIP**

Keep in mind, any tangible goods bought with these funds are the property of the University. If you leave your position, you will have the opportunity to purchase these items at fair market value.



**42% OF APSA MEMBERS HAVE ACCESSED THIS FUND**

**84% OF APSA MEMBERS HAVE ACCESSED THIS FUND**

**APSA**

