

EDT: 101

MRSA[▶]

Agenda:

- Introductions & Committee info
- What is EDT?
- Eligibility
- Professional and Personal Development
 - Eligible activities
 - Application process
 - Reimbursement process
- Spouse and Dependant Bursaries
- Who to contact with future questions?

Introductions & Committee Info:

- Presenters:
 - Wendy Witczak
 - Marc Dobie

* Information presented here is based on 2018-19 budget year guidelines and policy. Always check the Guidelines tab of the EDT website for the most current information

What is EDT?

Mandate:

“...to allocate funds provided by MRU, for reimbursement of any tuition/fees paid by MRSA members who participate in education, development and/or training activities as per the Collective Agreement. In addition, The EDT committee is responsible in allocating funds provided by MRU to the dependant/spouse of MRSA members ...”

EDT

- **Collective Agreement Article 28.3**
 - Professional Development
 - \$120,000 for the 2018/19 budget year
- **Collective Agreement Article 28.4**
 - Personal Development/Interest
 - \$25,000 for the 2018/19 budget year
- **Collective Agreement Article 29:**
 - Dependant & Spouse Bursaries
 - \$25,000 for the 2018/19 budget year

Eligibility

- **Current MRSA dues-paying members**
 - Regular, continuing term, conditionally funded term, limited term, or replacement term
 - Not eligible if on an unpaid leave
- **New employees must have successfully passed the six month probationary period**
 - Course/activity must start after probation pass date

Professional Development

- Courses/activities related to your career, eg.:
 - Professional designations and related coursework
 - Professional workshops, seminars, conferences
 - Post secondary credit courses even if not directly related to MRU career

Personal Development

- Activities for personal interest, Eg.:
 - Health and wellness recreation courses taken at MRU (group / minimum 4 people)
 - Personal interest conferences, workshops, seminars
 - Personal interest non credit courses such as photography, art classes

What is not covered?

- Fees outside of the cost of the course or conference registration/workshop
 - Eg. Application fees, optional meals/activities
- Recreation courses not taken at MRU
- Textbooks, examinations, membership dues for professional designation/clubs, individual lessons, transportation, parking, lodging fees

Application Process:

Apply online at

<https://mrustaff.ca/appliedt/>

- Link can also be found: under “Associations” at MyMRU>Employee>Employee Resources & Timesheets and on <https://mrustaff.ca/>

Basic info:

- One application per activity
- Choose application type accurately
 - Wrong apps types will be cancelled

Application Process:

- Limits per budget year (July 1-June 30):
 - 7 Professional applications
 - 15 Personal applications
- Apply by deadlines:

Semester	Course Start Date	EDT Application Submission Period	Completion Form Due Date
Fall	September 1 - December 31	August 15 - November 15	April 30
Winter	January 1 - April 30	December 15 - March 15	June 30
Spring	May 1 - June 30	April 15 - May 31	August 31
Summer	July 1 - August 31	June 15 - July 31	December 31

- Late applications cannot be submitted

Application Process con't:

- Choose application type (professional or personal) and funding semester
- Fill out your employee info: employee ID#, name, department, contact info, start date
 - Future apps you can search by your ID#
- Enter the course info: course name, start and ending date, cost in CAD, location

Application Process con't:

- “Department/MRU Paid Activity”:
 - Fill out this section only if MRU or your department is paying for the activity
 - Enter your supervisor’s name and their email
 - They will only be emailed when you submit the application and when payout is in process (including the \$ granted)

Application Process con't:

- Combine all supporting documentation into one PDF:
 - Proof of course/activity cost in CAD
 - Proof of conversion if in foreign funds
 - Proof of the start and end date
- Upload the PDF using 'select file'
 - Each PDF uploaded replaces the previous
- Read and agree to terms (“I hereby certify...”)

Application Process con't:

- You will be emailed a confirmation that includes a Reference number
 - Check your spam folder if not immediately received
- The committee will email if the application is incomplete or if more information is needed
- App type cannot be edited, only cancelled

Application Process con't:

- “Attendance” step
 - All applications require a ‘proof of completion’ done before deadline: end of semester following end date of course
 - Eg. if course end date is March 17 (winter semester), deadline is end of Spring semester
 - Professional applications require documentation, grades, proof of completion form, conference badges
 - Personal applications just need the check box step

Reimbursement Process

- After committee checks application and attendance, MRSA Admin runs scheduled reports for Payroll
 - Applicants receive an email notification that payout is in process & the \$ granted
- Payroll adds the reimbursement to pay
 - May be forthcoming pay or the following, depends on Payroll's cycles
- Earliest reimbursement date is after the application period closes

Reimbursement Process

- Professional reimbursement
 - Maximum \$1000 per application
 - **Nontaxable** income
- Personal reimbursement
 - Maximum \$1000 per application
 - **Taxable** income
- Reimbursement goes to applicant
- Amount reimbursed depends on:
 - # of apps, how much \$ asked, how much \$ from MRU, & \$ allocated to semester

Bursaries

- Eligible for spouses and dependants (age restrictions apply) of employees
- Must be enrolled in minimum 3 courses (9 credits) at MRU
- Fall & Winter semesters only
- Paper form, submit to MRSA office
- Linked at <https://mrustaff.ca/appliedt/> & MRSA website under Employee Resources

Bursaries con't

- MRSA employee fills out form
- Form must be submitted to MRSA office by semester deadline
- Application periods:
 - Fall: September 1 - November 30
 - Winter: January 1 - March 31
- Student must maintain minimum 2.0 GPA
- \$ go directly to student not employee

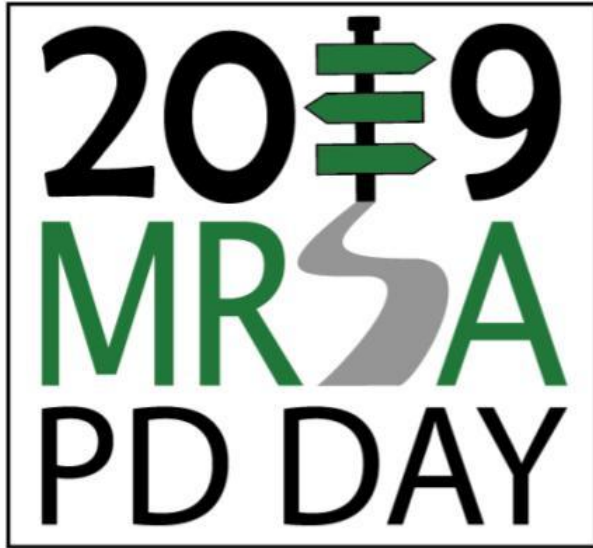
Questions??

Contact the EDT Committee or the MRSA:

- Email: edtmrsa@mtroyal.ca
- Phone: 403-440-5993

Ask your MRSA colleagues on the committee:

- o Wendy Witczak (Chair)
- o Marc Dobie
- o Pam Jonnson
- o Debbie Mork
- o Sam Sadler
- o Sandra-Lee Scalia



May 1, 2019

Grey Eagle Resort and Casino

A full day of learning and
development centred around this
year's theme:

**Transformation;
from here, to there, then where?**

Registration details coming soon!