TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: March 8, 2021

SUBJECT: PDTER MOU

In response to the ongoing pandemic and its impact on travel and professional development, the Parties have signed a Memorandum of Understanding (MOU) allowing Academic Staff Members (ASMs) to carry over up to 3 years of PDTER entitlement instead of the 2 years currently outlined in Clause 32.42.

Currently ASMs are able to carry over up to 2 years of PDTER entitlement to a maximum of $4800 in any given year. With this change, for the upcoming fiscal year, ASMs will be able to carry over up to 3 years of PDTER entitlement to a maximum of $6400 for the 2021-22 fiscal year (beginning April 1st, 2021).

This agreement is only for the 2021-22 fiscal year. For the 2022-23 fiscal year ASMs will only be able to carry over 2 years of PDTER entitlement to a maximum of $4800 in any given year as outlined in Clause 32.42.

Clauses 32.37-32.46 of the Collective Agreement further outlines the parameters of the PDTER Fund for ASMs.

Please note that the fiscal year is April 1st - March 31st and that receipts for claims must be dated within the same fiscal year as the claim is filed; receipts cannot be carried over and reimbursed in future years. Reimbursement for non-travel related expenses can be requested twice in a fiscal year (Clause 31.41).

There is also a Professional Development and Travel Fund for Teaching Term whose letter of appointment states that the appointment is for twelve (12) months or longer, in the amount of $800 per fiscal year. Clauses 32.47-32.49 of the Collective Agreement outline the parameters for PDTF for qualifying Teaching Term Appointments.

As previously reported in a MUNFA Information Bulletin, on September 21st, 2020 the Parties signed a Memorandum of Understanding allowing the use of PDTER to hire students at an hourly rate. You may also consult and reference IB 2013/14:08 and IB 2017/18:41 for additional clarification on “internet enabled communications devices” and other office equipment.

If you encounter issues in the submission of your PDTER claims, or have questions regarding any previously signed MOUs, please do not hesitate to contact the MUNFA office, munfa@mun.ca.