

TO: All MUNFA Members

FROM: The MUNFA Executive Committee

DATE: March 8, 2021

SUBJECT: PDTER MOU

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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 1<sup>st</sup>, 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 1<sup>st</sup> - March 31<sup>st</sup> 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 21<sup>st</sup>, 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](mailto:munfa@mun.ca).**