

The City/WAPSO Professional Development Fund Committee is happy to announce that applications can now be made for reimbursement of educational opportunities with **registration payments occurring between January 1, 2022 – December 31, 2022. The deadline for applications is Friday, September 16, 2022.**

The [Principles for the 2022 Professional Development Fund](#) are available on [CityNet](#).

The [Request for Reimbursement Form](#) can also be accessed through [CityNet](#). **Note:** Please download this form and save to your computer, then open it with an Adobe product, i.e. Adobe Acrobat Reader, and complete it within the Adobe software. If opened in a browser or other software, scripts running within the form won't work properly. Thank you for your patience.

2022 Approval Process Flow:

1. Employee completes the request form requesting to access the Professional Development Fund.
2. Employee submits form to their direct supervisor for approval and signature. **Note:** Please **DO NOT** use the electronic signature feature – we thank you for your cooperation on that. 😊
3. If approved by direct supervisor, the employee OR the direct supervisor will email the signed request form to: WAPSO-PD-FUND@winnipeg.ca – but please ensure the individual submitting “copies” the other on the submission.
4. The Committee will review requests and respond directly to the employee and supervisor with a decision, and if approved, an amount approved.
5. Submit the following information to your **department Payroll Clerk for further processing** (if you don't know who your Payroll Clerk is, ask your HR Division or check the [Department Payroll Contact list](#) on the [Collective Agreement page](#)):
 1. The Request for Reimbursement Form with “approved amount” and “Work Order Number” **completed** (the “Work Order Number” is completed automatically when the employee initially completes the form).
 2. The Committee approval email
 3. The payment receipt

Note the City/WAPSO Professional Development Fund Committee may award additional funds above the maximum if funds are not exhausted prior to the end of year.

This fund is supported by the a Letter of Understanding (Schedule I) in the WAPSO Collective Agreement which states;

“The purpose of the fund is to provide reimbursement to WAPSO members of some portion of costs related to courses taken by the member at accredited post-secondary institutions or such other courses as may be agreed to by the member’s Department. This would cover education, training, professional development and conferences related to the individual’s current position or future development as identified in his/her Development Plan. Individual members may make application to their department for consideration of funding. It is understood that the Department shall not unreasonably withhold such agreement.”

If you have any questions, please email the committee at WAPSO-PD-FUND@winnipeg.ca.

On behalf of the City/WAPSO Professional Development Fund Committee, thank you for participating!

Pamela Langstaff, WAPSO representative
Amy Samphir, WAPSO representative

Todd Demers, City representative
Poornima Saraswati, City representative