

# Public Service Alliance of Canada Ontario (PSAC ON) Education Travel Policy

***The PSAC ON Travel Policy will not contravene the PSAC National Travel Policy.***

**Effective: July 8, 2024**

## **Basic Education Courses (Full Day)**

- A. Participants who live 60 km or less from the training location will receive \$60/day.
- B. Participants who live between 61 km and 125 km from the training location will receive \$60/day plus round-trip mileage per day OR the cost of round-trip ticketed transportation for each day of the course.
- C. Participants who live over 125 km away from the training location will be placed on travel status upon approval.

\*If there is uncertainty about whether a participant falls between A, B, or C, the Regional Education Officer (REO) will decide, based on the best available data.

## **Online Education**

- Participants will receive \$25 for each three-hour period per the National Online Education Policy.

## **Advanced Courses**

- Information on expense entitlements for Advanced Courses (ie. Fall School and geographically based offerings) will be outlined in the call-out letters for the Advanced Courses.

## **Other In-Person Education**

- Entitlements will be set out in the outline of the event.

## **Inter-Regional Office (RO) travel for basic education**

Travel for inter-RO basic education will only be approved in extenuating circumstances. Extenuating circumstances may include a combination of the following:

- The member's home address is closer to the RO providing the training than to their assigned RO.
- Fulfillment of prerequisites for upcoming advanced courses, if reasonable and justifiable.
- Emergency needs, on a case-by-case basis.

\*Costs of Inter-RO Education will be covered by the member's assigned RO. Inter-RO Education will require agreement from both the member's assigned RO and the RO delivering the education.

## **Carpooling**

All members traveling for PSAC Education should strive to use public transportation where reasonable and practical. When using public transportation is not possible, members are encouraged to carpool when it would be cost-efficient, and when doing so is safe and reasonable. Carpooling requires pre-authorization.

## **Definitions:**

Basic Education Courses: Talking Union Basics, Grievance Handling, Local Officers, and Duty to Accommodate

Online Courses: Any course or workshop provided online.

Advanced Courses: Multi-day courses, generally provided in residence over several days.

Other In-Person Education: Workshops and full-day courses, other than basic, online, and advanced courses, that are provided in the RO.

Inter-RO training: Training attended by a member in an RO other than their assigned RO.

Assigned RO: The Regional office to which a member is assigned by virtue of their work (physical) location.