

INELIGIBLE Professional Development Fund Expenses for CUPE 3906, Unit 2 Members (McMaster Sessional Faculty)

Items claimed as Professional Development must not have been reimbursed from any other source such as a Department or Research Grant, Travel/Business Expense Claims, or Revenue Canada.

For all expenses related to teaching at McMaster University please note the following:

Article 13.01 of the Collective Agreement states the following: *The Employer agrees to provide all members of the Union with appropriate office space. Best efforts will be made to provide reasonable access to the use of other facilities, services, technology and equipment related to members' teaching duties and responsibilities (e.g. McMaster University email, photocopying, audio/visual equipment, telephone, private/secure meeting locations). Each employee shall have access to a mailbox or file for mail and the Employer shall ensure that all employees have secure storage space for course materials. Office and instructional materials related to the employee's instructional responsibilities will be available on the same basis as faculty members in the academic unit. Any difficulties in this area may be brought to the attention of the appropriate Dean.*

If you believe you have been denied access to materials necessary for teaching, please contact staff@cupe3906.org or leadsteward_sessionals@cupe3906.org

All the following items are **considered ineligible** for Professional Development.

BOOKS

- Travel guide book
- Book(s) authored by you
- Book(s) purchased to provide to others
- Import or customs fees
- Book(s) paid for with gift card/certificate

AIRFARE / TRAVEL

- Business or First-Class travel
- Cancellation fee
- Airfare change fees
- Excess baggage fees (more than 1 piece of baggage)
- Luggage Porter fees
- Any type of travel insurance, medical costs or prescriptions (Click [HERE](#) for information about Unit 2 Health Care Spending Account).
- Passport or passport photo fees
- Travel Visa obtained for purposes other than conference attendance. (Please note proof of attendance i.e., conference fees, conference ID etc. is required).

FEES / DUES / FINES

- Lifetime membership fees/dues
- Voluntary contribution/donations
- Any kind of fines or late fees
- Conference fees paid to any institution currently under censure or whose members are currently involved in a Strike/Lockout.¹

HOTEL / MEALS / TRANSPORTATION

- Fitness centre fees or health club pass
- Hotel internet or telephone charges
- Hotel room safe / locker charges, room upgrade, laundry service, pet charges
- Alcoholic beverages
- Room service
- Tips, gratuities, item purchased with gift card/certificate
- Entertainment expenses & gifts
- International driver's license fees
- Car rental insurance
- Fines for traffic violations
- Local travel costs (mileage, taxi, bus, train) to meetings or conferences
- Local meals unless during attendance of local conference/workshop only
- Local hotel

COMPUTER / ACCESSORIES- Please Note Article 13.01 (a) of the [Collective Agreement](#)

- Any hardware or accessory **not** directly related to or necessary for teaching/research.
- AI/other software prohibited by McMaster University (please consult McMasters Policy on the Use of AI in Teaching).

CELL PHONE / SKYPE

- Cell phone (including cell phone data plan charges) /iPhone/Android accessories/cables/charger/Apps
- Charges related to telephone or telephone use such as: Softel software, Skype and Toodledo
- Phone cards
- Sync/charge cables, chargers and cell phone cases

¹ Helpful information on the importance of not crossing a picket line:

Never Cross a picket line- The Observer

<https://ndsmcobserver.com/2014/09/never-cross-picket-line/>

Stand with workers, don't cross the picket line- The Cougar <https://thedailycougar.com/2021/12/17/stand-with-workers-and-dont-cross-the-picket-line/>

TV

- Charges related to TV service/repair
- TV used as computer monitor
- El Gato HD TV tuner
- PVR/DVR machine
- Apple TV
- Gaming systems (eg. Wii, X-box, Playstation), video games

WEB-HOSTING

- Web-hosting fees

ROUTERS

- Any kind of router
- Time Capsule router or Airport Express Station
- Modem, Ethernet
- Networking cables, accessories and wireless adapter

DEPARTMENT / OFFICE SPACE- Please Note [Article 13 of the Collective Agreement](#) regarding Instructional Resources

- Office furniture or furnishings
- Printing/scanning/shredding (Guaranteed free of charge for the purpose of teaching under **13.01(a)** of the [Collective Agreement](#))
- Cleaning supplies
- Salaries/honorariums for self or others
- Charges for department/office keys (The prohibition of Key Deposits can be found in [Article 13.01\(d\)](#). If you have been charged a key deposit by your department please contact staff@cupe3906.org).

STUDY LEAVE

- Personal living expenses incurred while away
- Housing, food, local transportation or internet while away
- Expenses incurred while temporarily residing in a place other than your own home

PAYMENT FOR SERVICES

- Third party work, services, expenses or payment to/for other individuals
- Payments for third party services such as editing, proofing, research assistance, web design, computer repairs, etc.
- Childcare

For Graduate Student

- PhD/Master's course fees
- Expenses related to thesis (eg. copying/binding/postage/courier/fax)
- Attendance at student's thesis examination
- Travel for research collaborators or others
- Cost of External Examiners

Misc.

- Clothing

Acknowledgement: We created the list using ineligibility list originally posted by the SFUFA

Revisions Recommended by Kyle Morrison, Benefits and Advocacy Officer and approved by CUPE 3906 Benefits Committee September 28, 2023