

#### APPLICATION PROCEDURE:

- ◆ Complete the “Application for Detached Duty” form (available in the school office). Be sure to complete all of the pertinent sections.
- ◆ Ensure costs are correct, include taxes, and are converted to Canadian dollars;
- ◆ Give reason for attending the conference, including relevance to current teaching assignment;
- ◆ Indicate the dates and times a Teacher-on-Call will be required;
- ◆ Sign the application;
- ◆ Keep the pink copy for your records;
- ◆ Attach a copy of the conference brochure and fee schedule.

**MAIL DETACHED DUTY FORMS EARLY!**



#### APPROVAL PROCEDURE:

- ◆ The committee meeting dates for the current school year are posted on your BTA bulletin board;
- ◆ You will be notified of the status of your application shortly after the committee has met.

#### IF APPROVED:

- ◆ Book your absence, citing Detached Duty
- ◆ Arrange for your own Teacher-on-Call

***PLEASE CONTACT THE DETACHED DUTY SECRETARY IF YOU DO NOT ATTEND THE CONFERENCE FOR WHICH YOU HAVE BEEN APPROVED.***

E-mail: [detached.duty@burnabyschools.ca](mailto:detached.duty@burnabyschools.ca)

#### REIMBURSEMENT PROCEDURE:

After the conference:

- ◆ Submit the approved Detached Duty form, completing all necessary information in Part D;
- ◆ Sign your name (in ink);
- ◆ Include all original receipts, and

#### MAIL TO:

Detached Duty Reimbursement (Payroll)  
District Administration Office  
5325 Kincaid Street,  
Burnaby, BC V5G 1W1

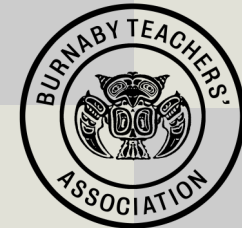
***Applications for reimbursement must be received within four weeks after the conference date, or funding will be cancelled.***

#### REASONS FOR REJECTION:

- ◆ Availability of funds;
- ◆ Late application;
- ◆ Amount of Detached Duty used by an individual;
- ◆ Number limits set by the committee;
- ◆ District or school representation at the conference/workshop;
- ◆ Value of the conference to the District.

## Information Booklet

# DETACHED DUTY



Detached Duty Secretary  
Office Hours:

Tuesday, 1:00 - 3:30 pm

Burnaby Mountain  
Secondary  
(604) 296-6870

[detached.duty@burnabyschools.ca](mailto:detached.duty@burnabyschools.ca)

## WHAT IS DETACHED DUTY?

### DETACHED DUTY IS A FUND:

- ◆ Established by the Board for the purpose of promoting the professional development of the teaching staff of the School District;
- ◆ Controlled and administered by the Detached Duty Committee, which consists of three Board representatives and three members of the Burnaby Teachers' Association. The Detached Duty Secretary is one of the Burnaby Teachers' Association's representatives on the Committee.

### WHO MAY APPLY?

- ◆ Any member of the Burnaby Teachers' Association, presently employed in School District #41 as a full-time or part-time continuing contract teacher;
- ◆ Temporary contract teachers during the term of their contracts;
- ◆ Teachers-on-Call who work exclusively for Burnaby, during the school year.

Applications may be made by departments, groups or Program Consultants for their constituent groups as well as by an individual on his/her own behalf.

### GUIDELINES:

1. In general, Detached Duty will be restricted to Canada and the U.S.A.
2. The cost of fees for conferences, courses or workshops will be considered for authorization by the committee. The committee has the right to limit the number of teachers attending any one conference.
3. Conferences and workshops should be relevant to the applicant's current teaching assignment.
4. The amount of previous financial assistance received by the applicant through the Detached Duty fund within the last three years will be considered when a new application is being reviewed.
5. Accommodation, meals and transportation will only be considered for authorization for each day of a conference outside of the Lower Mainland.
  - a) Accommodation costs will be based on double occupancy where possible;
  - b) Food costs are based on the BCTF Food Allowance Schedule;
  - c) Transportation costs will be based on:
    - the most economic air fares
    - willingness to car pool
6. The Detached Duty Committee will not authorize payment of the cost of textbooks, supplementary materials, memberships in professional or educational societies, or late registration fees.
7. For courses, conferences and/or workshops that fall in the vacation periods (Winter Break, Spring Break or summer), only registration costs will be allowed.

8. Courses taken for credit are not acceptable.
9. Funding is provided for teachers' professional development and not for individuals presenting at conferences or organizing for conferences.
10. No funding is available on the District Professional Development Day in February.

### SEND APPLICATION TO:

#### DETACHED DUTY SECRETARY

**Burnaby Mountain  
Secondary**

**8800 Eastlake Drive,  
Burnaby, BC V3J 7X5**

**The Detached Duty Committee meets monthly to review applications. Refer to the Detached Duty Committee meeting dates, posted in your staffroom, in order to determine when your application will be reviewed. Applications should be received at Burnaby Mountain a minimum of five weeks before the conference date.**