



# Memorandum

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**To:** AEC

**From:** Marianne Hladun, Craig Reynolds

**Date:** February 19, 2021

**Subject:** **PSAC Online Education Per Diem and Loss of Salary Policy**

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With the move to virtual training in all Regional Offices, a consistent approach to how per diems are provided for virtual courses is required. In consultation with the Standing Education Committee, we are proposing the following policy for per diems for virtual courses offered through Regional and National Education programs.

This policy applies only to **virtual courses offered through PSAC Regional and/or National Education Programs**. Members will not be reimbursed for participation in online, self-paced, asynchronous courses (courses in which the member completes a course on their own at their own pace and time on the PSAC online education platform).

Members who attend a virtual course which is at least 3 hours in length, whether during the week or on a weekend, will receive a **\$25 per diem for every full 3 hours they attend the course**. Members must complete the full course before the per diem is approved.

The per diem will be calculated based on the total number of hours of the virtual course, divided by 3. For example, if a virtual course is 6 hours total in length, whether it is offered over two 3-hour evening sessions or over the course of one day, the member will receive \$50 upon confirmation of full attendance and completion of the course (i.e. \$25 for each full 3-hour increment of the course.) If a course is 10 hours in total, the participant would receive a \$75.

Upon confirmation of full attendance and completion of the course, members attending a PSAC regional or national education virtual course *during their regular hours of work*, will be provided *loss of salary reimbursement* for the hours during which they participated in the course as well as a per diem calculated on the parameters outlined above.

Members who do not complete the full course will not receive a partial prorated per diem except in extraordinary circumstances and with the approval of the respective Regional Coordinator.

In solidarity,

Handwritten signatures of Marianne Hladun and Craig Reynolds in black ink.

Marianne Hladun and Craig Reynolds  
Co-Chairs, NBOD Standing Education Committee