

*** CUPE REIMBURSEMENT COMMITTEE ***
TERMS OF REFERENCE

1. COMMITTEE GUIDELINES:

A. PURPOSE:

- i. The purpose of the In-Service/Professional Development Committee is to administer and disburse funds according to the terms and conditions laid out in these terms of reference.

B. INTENT:

- i. The intent of the parties is to ensure that CUPE 3523 members have access to training, seminars, educational programs, etc. which will enhance their ability to provide a high quality service to School District No. 23.
- ii. In order to access the above funds, an employee must have first completed their probationary period as per article 15(b) and 15(c) of the collective agreement to cover temporary employees.
- iii. Student Supervisor (Noon Hour Supervisor) must have worked a minimum of 50 hours for the District at the time the application for reimbursement is made.
- iv. The committee will determine which In-Service opportunities will be funded based on the selection criteria developed by the committee.
- v. Selection will be based upon opportunities that will prepare employees for future job opportunities within SD23 or add value to their current job position.
- vi. The committee may respond to or seek additional information from the employee or Employer to clarify the value of the request.

C. REVIEW:

- i. The parties agree to review the usage and effectiveness of the In-Service Fund by the end of each school year.

D. DEFINITION:

- i. In-Service is a learning opportunity that is provided to members of CUPE 3523. In-Service opportunities generally take place during the working day and are directly related to current job functions and/or responsibilities.
- ii. This fund is not intended for use on designated School District Professional Development days without prior discussion with the committee.

E. MEMORANDUM OF AGREEMENT:

- i. In situations of ambiguity and/or uncertainty, the original Memorandum of Agreement will be referenced.

F. TERMS OF REFERENCE REVIEW:

- i. The terms of reference for the committee will be reviewed by the end of each school year.

2. COMMITTEE FUNCTIONS:

A. ROLES & MEMBERSHIP:

- i. Membership consists of a joint committee composed of three CUPE members appointed by Local 3523 and three District representatives appointed by the Superintendent.
- ii. The business of the committee will be coordinated and facilitated by (2) co-chairs as determined by the committee.
- iii. Meetings
 - a. The committee will meet at least once every 2 months per year to conduct the business of the committee as outlined in the terms of reference.
 - b. Extraordinary meetings may be called as deemed necessary by committee members.

B. PROCEDURES:

- i. Application
 - a. Requests for In-Service opportunities will be submitted to the staff at the TLC and forwarded to the committee.
 - b. Requests will be submitted in a written format as determined by the committee prior to the start of the requested training. **Late applications will not be reviewed.**
 - c. Applicants will be notified of the committee's decision in writing on a timely basis.
- ii. Decisions
 - a. All decisions will be determined by a majority vote of the committee in a fair and equitable manner.
- iii. Appeal Process
 - a. A written appeal in prescribed form can be submitted to the committee for consideration. No appeals will be considered if the funds have been fully allocated. Reapplication will be required.

C. REPORTING IN-SERVICE FUND ACTIVITIES:

- i. The Committee shall report out once per year on the usage and expenditures of the funds to the SD23 Superintendent and the CUPE Local 3523 President.
- ii. Any unspent funds at year end will be carried forward to the following year. The fund may not fall into a deficit position.
- iii. A confidential list for the committee's use of who has benefited from the spent funds will also be maintained.
- iv. Further reports will be undertaken on projects from which additional revenue from outside parties is obtained. Once costs to The Learning Centre have been covered, excess revenues will be returned to the In-Service Fund.

D. RESPONSIBILITIES:

- i. If the In-Service opportunity has been approved by the committee it is the participant's responsibility to ensure their attendance.
- ii. It is the committee's responsibility to communicate the implications of non-attendance to the participant.

E. REIMBURSEMENT:

- i. The committee may reimburse for In-Service activities undertaken since the date of the Memorandum of Agreement (April 1, 2006).
- ii. Applicants are eligible annually (July 1 to June 30) for 80% reimbursement up to a maximum of \$1,500.