

## Information for Employees

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### THERE ARE TWO FUNDS AVAILABLE TO MEMBERS OF CUPE LOCAL 3523:

#### 1. IN-SERVICE FUND & PROFESSIONAL DEVELOPMENT (PRO-D)

- a. 80% reimbursement.
- b. Training must be directly related to your current School District posting.

#### PROFESSIONAL DEVELOPMENT (PRO-D) FUND

- c. 80% reimbursement.
- d. Training must enhance your skills and to prepare you for promotional opportunities (postings) within the District.
- e. Ensures access to training, seminars and educational programs to enhance ability to provide a high quality service to School District No. 23 *within your current job classification*.
- f. This is in addition to the one In-Service day per school year already provided by the District.

Funding will be allocated in an equitable and fair manner among all employee groups as determined by the Professional Development Committee. Applications will be evaluated on the nature of the training activity and its potential scope/benefit to the applicant's career, academic and/or professional development.

- The committee is composed of 3 CUPE members and 3 District representatives and meets several times each school year.
- CUPE members may apply anytime during the school year (July 1 - June 30).
- Funding is available for courses taken in BC or Alberta where similar training is *not available locally*. Courses elsewhere in Canada or the U.S. may not be approved.
- **Maximum reimbursement is \$1,000/member/school year.**
- Group applications will also be considered for funding. An example would be bringing a speaker or event to a school. **Pre-approval for group events is required.**

#### How to Apply for Funding

1. Complete the "Application for Pre-Approval" document and include all requested materials.
2. Late submissions will not be reviewed/approved.
3. DO NOT make any financial commitments until your request has been reviewed by the Committee and approved.
4. Principal/Supervisor signature is required on your application with the understanding that there may NOT be relief coverage for this absence. Please note that your Principal/Supervisor does not have authority to approve funding from the In-Service and Pro-d fund. Only the Committee has that authority.
5. Submit the application and supporting documents to [CUPE.reimbursements@sd23.bc.ca](mailto:CUPE.reimbursements@sd23.bc.ca).
6. You will be informed if your request has been approved for 80% funding or if funding has been denied.

### Once Approval is Received

7. Once approval from the Committee has been received, you may proceed with registering and paying for the program.
8. If the program requires you to be absent from work, a request for time off must be submitted through Employee Connect. This fund does not cover wages.

### After Program has been Completed

9. Upon completion of the program, promptly submit proof of successful completion (e.g., certificate, transcript, letter from Instructor) and all original receipts for reimbursement.
10. Attendance at and successful completion of funded training opportunities is mandatory. Non-attendance or failure to successfully complete a program will result in no reimbursement.
11. Receipts must be submitted by the end of the school year in which the course is taken in order to be reimbursed.

### Noon Hour Supervisors:

Reimbursement for professional development for Noon Hour Supervisors (regular or relief) will be limited to the following programs and areas of study:

- Office Administration Certificate Programs
- Custodial Certificate Program
- Certified Education Assistant Certificate Program
- Computer software programs used by the School District (eg: Microsoft Office products, CIMS, MyEducation BC, etc.)
- Office Administration courses

***In order to be eligible for reimbursement, a Noon Hour Supervisor must have worked a minimum of 50 hours for the District at the time the application for reimbursement is made. Applications must be submitted and approved prior to taking the course.***

### Appeal Process

If your application is denied or you disagree with the committee's decision, you may submit a written appeal documenting additional information for consideration. The committee will review it at the next scheduled committee meeting. Send your appeal through the internal mail to CUPE Reimbursements at Hollywood Road or scan it to CUPE.Reimbursements@sd23.bc.ca.