



Application for CUPE Professional Development Funds CUPE Employees

SUBMIT TO: CUPE/Board Pro-D Committee
C/O: Nelson Maintenance Office

NAME: _____ **DATE:** _____

WORKPLACE: _____ **PHONE (W):** _____ **PHONE (H):** _____

POSITION(S): _____ **SENIORITY DATE:** _____

NAME OF COURSE/TRAINING REQUESTED:

PLACE: _____ **DATES:** _____

PURPOSE OF COURSE/TRAINING REQUESTED: PLEASE INCLUDE A LETTER STATING THE COURSE OUTLINE AND HOW IT WILL BENEFIT YOU.

APPROXIMATE COSTS:

**APPLICATIONS WILL BE APPROVED
ON A MONTHLY BASIS**

REGISTRATION _____
(Copy of Registration Attached)

OTHER EXPENSES _____
(please specify)

TOTAL _____

Employee Signature _____

FOR COMMITTEE USE ONLY:

G/L: 4-41-35100-103

APPROVED

DATE: _____

NOT APPROVED

COMMENTS AND SIGNATURES OF COMMITTEE MEMBERS:

CUPE 748 _____

BOARD: _____

WHAT IS THE PURPOSE OF THE PROFESSIONAL DEVELOPMENT FUNDS?

The purpose of the funds is to provide assistance to individual employees and groups of employees in obtaining additional training or education that may:

- instruction or classes relating to: education, stress management, health, **wellness, and/or encourage employees to be lifelong learners** etc.
- prepare employee(s) to be eligible for advancement or for other work within SD#8 **or in performing their assignments**
- assist their fellow employees within the District in a variety of ways (e.g. First aid, counseling, instruction of programs, etc.).
- not intended to cover employer required courses.

IS THERE MORE THAN ONE FUND TO APPLY FOR?

Yes, there is an Educational Development Fund as well as a Group Activity Fund. The Group fund reflects the need for any group of employees (bus drivers, custodians, clerical, EA's, etc.) to organize and provide an in-service workshop.

HOW MUCH IS AVAILABLE IN THE FUND ACCOUNTS?

The Educational Development Fund totals \$12,000 and the Group Activity Fund totals \$3,000 for the budget year. Any funds remaining in the accounts are rolled over to the next year. If the accounts are depleted during the budget year, they are not replenished. The cost of these funds is shared as follows:

Board - 65%	\$ 9,750
Union - 35%	5,250
	<u>\$15,000</u>

WHO MAY APPLY?

All SD8 CUPE Members.

HOW DO I APPLY?

Forms are available on the SD#8 Website under forms A.7 at <http://www.sd8.bc.ca/district-forms> and are also posted on the CUPE boards at each site.

Applications must be submitted to the Pro-D Committee, c/o Nelson Maintenance Office (Fax# 250-354-4255).

Please attach the application including all applicable receipts, registration details and letter of request.

In case of financial hardship where an employee must pay a large sum of money for registration or other related expenses, we will agree to look at alternatives. Applicants may be requested to present further information to the committee regarding their request.

HOW MUCH CAN I APPLY FOR AND HOW OFTEN?

The allowance in the Pro-D Educational Development Fund is \$400.00 maximum per employee per year (July-June).

In the Group Activity Fund only one application per group (custodians, EA's, clerical, etc.) in the twelve month period is accepted to a maximum of \$1,500.00.

HOW ARE THE FUNDS ADMINISTERED?

The funds are administered by a Committee of six (four Union and two Board) representatives established by the Union and the Board.

If you have any questions, please contact one of the following Pro Committee members:

<u>CUPE Local 748</u>		<u>District</u>	
Mary Scott	428-2051	Deanna Holitzki	505-7012
Nina Latham	357-2382	Theresa Montpellier	505-7045
Anita Early	353-2865		
Bob Reimer	353-7196		

Applications are reviewed by the Committee on a monthly basis.

WHAT IS COVERED?

For courses within School District #8 boundaries, only registration fees will be reimbursed. For courses outside School District #8 boundaries, registration and travel/accommodation will be reimbursed up to the maximum allowance. Salary costs **and tangible items** are not covered.

PAYOUT

Monies will only be paid on receipt of application, registration details and letter of request. Expenses are paid out directly to the applicant.