



Application for CUPE Professional Development Funds CUPE Employees

SUBMIT TO: CUPE/Board Pro-D Committee

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 related to: education, and 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.
- 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 and 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%	<u>5,250</u>
	\$15,000

WHO MAY APPLY?

All SD8 CUPE Members

HOW DO I APPLY?

Forms are available on the SD8 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 via email to cupeprod@sd8.bc.ca after the course is complete. Incomplete applications will be denied.

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.

WHAT IS COVERED?

Registration and travel/accommodation will be reimbursed up to the maximum allowance. Fuel over 50km will be reimbursed providing receipts are submitted. Salary costs and tangible items are not covered.

PAYOUT

Monies will only be paid on receipt of application with proof of payment, registration details, and letter of request after completion and approval of committee. Expenses are paid out directly to the applicant in Canadian dollars.

If you have any questions, please email cupeprod@sd8.bc.ca. Applications are viewed by the Committee on a monthly basis.