Revised: April 2015

CUPE (SD) STAFF DEVELOPMENT FUND APPLICATION

CAMOSUN

PLEASE REVIEW THE GUIDELINES ON REVERSE

PLEASE COMPLETE ALL REQUIRED FIELDS

Print Application

Application #: _____

Probation Passed: Y / N

Taxable Benefit: Y / N

PERSONAL INFORMATION:

Name: Colleague #: Local: Email:

School/Division: Position Title:

PROJECT INFORMATION: A course / activity description is required to review the application - please include

Please Check One:

- ◯ Course/Project/Workshop
- ◯ Convention/Conference - **Maximum reimbursement is 50% of total cost**
- ◯ Recreation - **Maximum reimbursement is $500 per fiscal year**

Name of Activity: Course # (if applicable):

Website Reference: Date(s) from: to:

Institution offering program: ☐ CE - Camosun ☐ Credit Course - Camosun ☐ UVic ☐ Other, please specify:

If this institution is other than Camosun College, are there comparable course(s)/seminar(s) offered by Camosun?

☐ Yes ☐ No If yes, please explain why you are not taking Camosun's offering:

What will you gain by undertaking this development activity? ***Both questions must be answered or application will be returned!***

Job Related:

Non Job Related:

EXPENSES:

Item	Notes	Cost	Conference/ Convention- Paid at 50%
Fees	Registration, Ancillary and Application Fees	$	$
Required Text Books	Upon completion of course - proof required	$	$
***Please include a Travel Expense Form when claiming meals and mileage**			
Hotel		$	$
Meals*		$	$
Mileage*	$0.54/km - must be your own vehicle Does not include local buses within CRD or time on ferry	$	$
Airfare		$	$
Ferry		$	$
Parking		$	$
Other		$	$
Taxi		$	$
Recreation	**$500 limit per fiscal year**	$	
TOTAL:		$	$

Signature of Applicant:

I agree that any funding approved will be used for the purposes outlined above. If I do not undertake this development activity I will return any monies received to the Committee. It is fraud to keep any monies for activities not undertaken.

☐ Weekend or evening course - time off not needed

☐ I will use

☐ Department Assistance: _____ hours/time off

☐ Department Assistance $ _____

☐ Department Assistance % of total cost: _____

Applicant: **Signed on this Date:**

Signature of Supervisor:

(Required when using vacation, banked overtime, etc. or when accessing departmental funds/work time.)

I acknowledge that I am aware of this request, can confirm the budgetary commitment noted, and that any necessary staffing or scheduling arrangements can be made to accommodate the time required.

Supervisor: **Signed on this Date:**

IF EMAILING APPLICATION - PLEASE SCAN SUPPORTING DOCUMENTS & RECEIPTS, AND EMAIL TO CUPE SD

Email Application to CUPE SD

GUIDELINES FOR DISBURSEMENT

Preamble -- Fundamental Purpose of the Fund:

The CUPE Support Staff Development Fund forms part of the CUPE Collective Agreement. It is a shared benefit that we bargained for, in lieu of taking a personal increase in our wages (see relevant clause of the Collective Agreement), in order to assist each other in his/her pursuit of additional education and/or professional developmental goals.

It is not the objective of the fund to cover all associated costs that often accompany one's pursuit for higher education. Essentially, the objective of the fund is to maximize the greatest amount of money to be used for the basic fees charged for registering in courses, for the greatest number of members. Members are expected to provide a portion of "personal commitment" in the form of absorbing some of the costs towards their own educational and professional developmental goal.

This "personal commitment" will allow the greatest number of our members to access this shared benefit. With this in mind, there is some flexibility with regard to the allocation of the funding. For instance, limited assistance to a maximum of $500.00 per year is available for recreation and/or personal interest activities/hobbies.

1. All actively-employed CUPE Local 2081 members who have successfully passed probation are eligible to apply for CUPE Staff Development funding. CUPE members on unpaid leaves are eligible to apply for funding when the member is in good standing.

2. Each eligible employee may have requests approved for funding to a maximum of $2,000.00 per fiscal year period (April to March).This amount includes the $500.00 per fiscal year for recreation and/or personal interest activities.

   Please be advised that funds reimbursed for these activities are a taxable benefit. Please, also be aware that the Canadian Federal Government is in the process of targeting all professional development funds as a taxable benefit.

3. Retroactive requests for activities which occurred in the preceding fiscal year will not be funded.

4. **Applications must be received in the Human Resources office by the 15TH working day of each month in order to be considered at the next month's Committee meeting. Late applications will not be considered until the following month.**

5. Fees will be waived for up to two Camosun College credit courses. Employees seeking fee waivers for more than two courses must ask for approval from their immediate supervisor. Employees on an educational leave are eligible for fee waivers. **For further information, please contact Student Services.**

6. The Committee will consider funding for such expenses as:
   - Required textbooks; reimbursement will occur upon completion of the course (to be received within 4-6 weeks of completion).
   - Course materials with documentation.
   - Registration, Ancillary & Application fees.

7. The Committee will consider funding *Conferences and Conventions* for the following expenses to a maximum of fifty per cent (50%) for: • Conference Fees • Travel cost including Airfare • Hotel (some limits apply)

   CUPE Staff Development Fund will cover 100% reimbursement for per diem meals, mileage, and incidentals within the $2,000 limit and as per guidelines.

8. The Committee will give preference for funding in the order as follows:
   (a) for courses offered at Camosun College
   (b) to another institution when Camosun does not offer the program or where the employee cannot attend the program due to work commitments
   (c) by other publicly-funded educational institutions, then to outside Victoria, then to private organizations in Victoria, and then private organizations outside Victoria – i.e. conferences and conventions

   Note: In all cases -- each institution/organization must be a legally-registered company.

9. Accountability -- members who receive funding should be prepared to submit a report to the Labour/Management Cooperation Committee.

10. An expense will not be paid twice. An employee receiving funding from another source for a particular activity shall not also receive funding from the CUPE Development Fund. Limited exceptions may be considered when costs are only partially-funded.

11. The committee encourages proposals for group seminar funding activities, particularly when but not limited to, activities, which include job training, union training, and will be contingent on provision of equity of access for CUPE employees.

12. An employee who is no longer receiving Long Term Disability benefits, and who is not able to return to his/her former position (or equivalent) may exceed the individual maximum funding allowed under the professional development guidelines at the discretion of the Labour/Management Cooperation Committee. For example, this could include funding for career counseling.

PLEASE NOTE: INCOMPLETE APPLICATIONS LACKING COURSE and/or BUSINESS INFO AND JOB RELATED AND NON JOB RELATED GAINS WILL BE RETURNED

CUPE Local 2081 On the front line