Camosun College

CUPE Service Improvement Fund

Application Form

The renewed CUPE Collective Agreement, Letter of Agreement (new) – Service Improvement Fund, describes the Service Improvement Fund (the “Fund”) created by the parties which is distinct from the staff development fund under Clause 30.02. The Service Improvement Fund is for specific types of employee training and professional development activities that would enhance the delivery of services to students. Examples of appropriate activities include, but are not limited to:

* Indigenous cultural competencies;
* Mental health and crisis management;
* Accommodations and other training to support accessible learning for persons with disabilities, communications, conflict resolution, etc.

The College and the Union will meet once per year to discuss training activities and opportunities that are relevant to this purpose.

Please refer to the **Service Improvement Fund Guidelines** for details regarding the Purpose, Funds, Development of Guidelines and Associated Process, Application Process, Eligibility, The Committee, Criteria and Priorities, and Fund Expenses.

|  |  |
| --- | --- |
| Number of Applicants | Single (1 member) Group Application (2 or more members) |
| Name of Applicant(s) |  |
| Training, Professional Development or Course Name |  |
| Start Date of Activity |  |
| End Date of Activity |  |
| Summary of Proposed Training/PD activity:  *(Include additional documentation as required)* |  |
| **Benefits to Students:** Describe how the proposed training/ professional development initiative benefits students. |  |
| **Identified Need:**  Describe how the proposed training/ professional development initiative overcomes already existing obstacles and/or builds on current College initiatives, in order to benefit students. |  |
| **Sustainability/Legacy:**  Describe how the proposed training/ professional development initiative is sustainable going forward or provides a legacy for the College and the CUPE 2081 membership so that it will achieve benefits for students beyond the current funding period. |  |
| Dean / Director approval  *(required for activity during work hours only)* | Approval of Proposed Training, Professional Development Opportunity  Dean/Director Signature: Click or tap here to enter text.  Date: Click or tap to enter a date.  Comments (if any) re how proposed training/PD enhances the delivery of services to students : |
| If you require time off from your normal duties, has your Dean/Director approved the associated time off required? | Yes, I have provided my exempt manager with the dates I will require coverage.  Release dates and timeframe required:  Member’s signature: Click or tap here to enter text.  Date: Click or tap to enter a date.  **Approval re Release Time:**  Exempt Manager Signature: Click or tap here to enter text.  Date: Click or tap to enter a date.  **Backfill Required**?  NO  YES (***add estimate of coverage costs to application***): |
| Estimated Costs:  Estimates are acceptable if actuals cannot be provided, but are subject to College policies and procedures. *(attach additional documentation as required)*  *Include Application Fees, Registration Fees, Materials, Travel Costs, Parking, Hotel, Per Diem Meals, etc. Use Camosun Travel Form for travel related costs and travel rates.* |  |

***Labour Management/Cooperation Committee Use Only:***

**Recommendation: Approved Declined**

**Date Approved/Declined:** Click or tap to enter a date.

**LMCC Comments Re. Approval/Declined:**

**Budget Year for Submission:**

**Scheduled Meeting Date for Review:** Click or tap to enter a date.

***Proposed Rubric***

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***Exemplary***  ***(5 points)*** | ***Satisfactory***  ***(3 points)*** | ***Weak***  ***(1 points)*** |
| Benefits to Students |  |  |  |
| Identified Need |  |  |  |
| Sustainability |  |  |  |