

CUPE SERVICE IMPROVEMENT FUND GUIDELINES

A. PURPOSE

The renewed CUPE Collective Agreement (term of July 1, 2019 – June 30, 2022), Letter of Agreement – Service Improvement Fund (new), 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.;
- Camosun College Early Childcare Educator professional development required to maintain certification;
- Other courses, workshops, training, conferences and PD activities that enhance the delivery of services to students.

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

B. FUNDS

The Funding amounts will be in accordance with the following schedule:

Year 1 (Date of Ratification – ie. June 2, 2020):	\$68,000
Year 2 (On July 1, 2020):	\$137,000
Year 3 (On July 1, 2021):	\$208,000 (ongoing)

For Years 1 and 2, any unspent balance at the end of each fiscal year shall be carried forward and added to the allocation for the next fiscal year. For Year 3, funds not allocated within the fiscal year will be carried over for one year only.

The July 1, 2021 (Year 3) amount (see above) represents ongoing funding for this initiative.

C. DEVELOPMENT OF GUIDELINES AND ASSOCIATED PROCESS

As funds are currently available, the College and the Union agree to develop the guidelines and associated processes using an “iterative approach” as detailed herein. An iterative approach allows us to develop and implement our systems and processes at the

same time, so that we may begin distributing funds for approved applications much sooner. As we learn what works and does not work, we will tweak the systems and processes to respond to issues and concerns as they arise.

As part of this iterative approach, over a period of 4-6 months, we will:

- plan basic guidelines and processes using current best practices;
- implement and test the guidelines and processes noting any issues and concerns as they arise;
- evaluate the effectiveness of our guidelines and related processes, and refine and adjust as necessary.

Once they have been refined over the 4-6 month period, these guidelines will be revised to remove the reference to the “iterative approach”. Upon conclusion of the iterative period and with mutual agreement, the College and the Union can further revise and update the guidelines as necessary.

D. APPLICATION PROCESS

CUPE employees may apply to receive funding for training and professional development which align with the Purpose of the Fund, described in A. above.

Applications should be submitted on the *CUPE Service Improvement Fund Application Form* and clearly describe the proposed training or professional development activity, how it fits within the “Purpose” (*enhance the delivery of services to students*), the total dollar amount the employee is seeking, as well as a breakdown of the specific expenses the funds will be used to cover. Once applications are complete, including all necessary approvals, they should be submitted to the Group Email Contact “**CUPE Service Improvement Fund**”.

Application Deadlines:

	Activity Date (start date)	Application Deadline	Meeting Dates
Application Review	Jan 1, 2020 – March 31, 2021	*February 28, 2021 *April 30, 2021	Mar 2021 May 2021
Application Review	April 1, 2021 – June 30, 2022	*May 31, 2021 *Sept 30, 2021 *Jan 31, 2022 *April 30, 2022	Jun 2021 Oct 2021 Feb 2022 May 2022
*Extensions to these deadlines may be considered based on availability of funding and/or any existing time constraints. Please email CUPESIF@camosun.bc.ca should you wish the Committee to consider a late application.			

As this is an adjudicated process, and funding limits exist as described in B. above, not all applications will receive approval. CUPE Members are strongly encouraged to seek pre-approval and apply early for funds.

E. ELIGIBILITY

Applications from all actively-employed CUPE Local 2081 members who have successfully passed probation will be considered based on the information provided in these guidelines and the criteria noted herein. Note: an exception to the requirement for an employee to have passed probation *may* be considered where they form part of a group application.

The Fund may be accessed by individual and/or groups of CUPE employees who have an interest in pursuing training/professional development activities which align with the Purpose of the Fund.

Single Employee Request for Funds Application	Group Request for Funds Application
Max. of 1 CUPE 2081 employee	2 or more CUPE 2081 employees
Per Yearly Cycle	Per Yearly Cycle
Maximum dollar amount is \$1,250. However, where in the view of the Committee, funds in excess of this amount are warranted, the Committee has the discretion to approve applications exceeding this maximum.	The maximum dollar amount can vary. Groups are required to submit an expense budget for the requested funds. The amount awarded will be determined at the discretion of the Committee.

CUPE members may not apply for a Single and Group request for funds for the same activity. A CUPE member can be in more than one group.

Time spent in activities approved under the Letter of Agreement re Service Improvement Fund is not eligible for overtime entitlements. Reclassification of positions shall be not be affected by any additional education, training and/or skills, etc. developed by employees through an approved activity.

As the Service Improvement Fund may not cover all expenses related to an activity, CUPE members may also apply for consideration to the CUPE Staff Development Fund to cover any outstanding costs. Applications submitted to either the Service Improvement Fund or CUPE Staff Development Fund must meet the purpose of each Fund, and potential approval under each Fund, will be assessed separately based on the terms of eligibility and other details as described in the Collective Agreement and related Guidelines for each specific Fund.

Departments on a case by case basis may also choose to cover any non-funded expenses.

F. THE COMMITTEE

The CUPE Labour Management/Cooperation Committee (the “Committee”) shall review and approve all applications. The parties agree that there will be no expenditures from the Fund if Committee members fail to reach consensus.

The Committee will meet at regular intervals, as determined by the Committee.

Should a member of the Committee apply for funding, they will not participate in the evaluation or approval of that application. Where this occurs, a mutually agreeable alternate shall be provided.

Should a member of the Committee be absent/ not available when voting on applications, a mutually agreeable alternate shall be provided.

The Committee will jointly administer the Fund.

G. CRITERIA & PRIORITIES

The Committee will consider the individual merits of each application and will recommend applications for the Service Improvement Fund monies based on the fit of each proposal with the Purpose of the Fund, its overall impact on the delivery of service to students, as well as the following Criteria:

- **Benefits to Students** – the degree to which the proposed training/professional development initiative benefits students
- **Identified Need** – the degree to which the proposed training/professional development initiative overcomes already existing obstacles and/or builds on current College initiatives, in order to benefit students.
- **Sustainability/Legacy** – the degree to which 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

Each application will be assessed and points awarded to determine the merit of the application. On a 15 point scale, applications must achieve a min. of 5 points to be recommended for approval. Note this may be subject change.

	Exemplary (5 pts)	Satisfactory (3 pts)	Weak (1 pt)
Benefits Students			
Identified Need			
Sustainability/Legacy			

H. FUND EXPENSES

CUPE Service Improvement Fund single and group applications should detail ***all costs and related expenses*** with respect to the proposed training and professional development activity.

Should the training, course or professional activity require the employee(s) to be absent from their position, supervisory approval is required (refer to the CUPE Service Improvement Fund Application Form).

If an employee experiences a barrier to participation in the activity due to a workplace scheduling or workload conflict, the SI Fund may cover the cost of wages to replace that member. (Where such approval is granted related to a Single application, the cost of such replacement may be in addition to the maximum Single request amount.) Should a replacement be required, the costs for such term or casual replacement shall be included in the estimated costs indicated on the CUPE Service Improvement Fund Application Form.

Any related College policies should be reviewed in advance of completing your application.