

# Training/Professional Development and In-Service Fund

## Information for Employees

(revised July 2025)

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The *Training/Professional Development and In-Service Fund* (to be referred to as the fund) is available to members of CUPE Local 3523. The purpose of the fund is to provide opportunities for CUPE members to enhance their skills and to prepare them for promotional and other opportunities within School District No. 23.

- Training can be directly related to your current School District posting.
- Training can enhance your skills and prepare you for promotional opportunities (postings) within the District.
- This fund ensures access to training, seminars, and educational programs to enhance the ability to provide a high-quality service to School District No. 23.

Funding will be allocated in an equitable and fair manner among all employee groups as determined by the CUPE Reimbursement Committee. Pre-approval applications will be evaluated on the nature of the training activity and its potential scope/benefit to the applicant's career, academic and/or professional development.

- The committee is composed of 3 CUPE members and 3 District representatives and meets several times each school year.
- CUPE members may apply anytime during the fiscal year (July 1 – June 30).
- Funding is available for courses taken in BC or Alberta (where similar training *is not available locally*). Courses taken elsewhere in Canada or the US may not be approved.
- **The maximum reimbursement is \$2000/member/fiscal year.**
- Applicants are eligible for 80% reimbursement for each external course.
- Internal courses (e.g. MyEd and Bookkeeping) will be reimbursed at 100%.
- Group applications will also be considered for funding. An example would be bringing a speaker or event to a school. **Pre-approval of group events is required.**

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### How to apply for funding:

1. Complete the "Application for Pre-Approval" document and include all requested materials. Do not leave any fields blank.
2. Late submissions will be considered when submitted within the current fiscal year.
3. DO NOT make any financial commitments until your request has been reviewed and approved by the Committee.
4. A Principal/Supervisor signature is required on your pre-approval application if the training will require you to be away from work, with the understanding that there may NOT be relief coverage for this absence. Please note that your Principal/Supervisor DOES NOT have the authority to approve funding from this fund. Only the Committee has that authority.
5. Submit the pre-approval application, course outline and any other supporting documents to: [CUPE.Reimbursements@sd23.bc.ca](mailto:CUPE.Reimbursements@sd23.bc.ca).
6. You will be informed if your request has been approved or denied.

### Once approval is received:

7. Once approval from the Committee has been received, you may proceed with registering and paying for the program.
8. If the program requires you to be absent from work, a request for time off must be submitted through Employee Connect. Please request Leave Without Pay, as this fund DOES NOT cover wages.

### After the program has been completed:

9. Upon completion of the program, promptly submit proof of successful completion (e.g. certificate, transcript, letter from instructor) and all original receipts/proof of payment.
10. Attendance at and successful completion of funded training opportunities is mandatory. Non-attendance or failure to successfully complete a program will result in no reimbursement.
11. Receipts must be submitted by the end of the fiscal year in which the course is taken to be reimbursed.

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### **Noon Hour Supervisors & Casual Employees:**

Reimbursement for professional development for Noon Hour Supervisors (regular or spare) and casual employees will be limited to the following programs and areas of study:

- Office Administration Certificate Program
- Custodial Certificate Program
- Certified Education Assistant Program
- Computer software programs used by the School District (e.g. Microsoft Office products, MyEducation BC, etc.)
- Office Administration courses

To be eligible for reimbursement, a Noon Hour Supervisor must have worked a minimum of **50 hours** for the District at the time of the pre-approval application. Student Supervisors must also have **worked in the current fiscal year** or have been on an approved Leave of Absence. Pre-approval applications must be submitted and approved prior to taking the course.

To be eligible for reimbursement, casual employees must have worked a minimum of **65 days** for the District at the time of the pre-approval application. Casual employees must also have **worked in the current fiscal year**. Pre-approval applications must be submitted and approved prior to taking the course.

### **Appeal Process:**

If your pre-approval application is denied or you disagree with the Committee's decision, you may submit an email of appeal documenting additional information for consideration to [CUPE.Reimbursements@sd23.bc.ca](mailto:CUPE.Reimbursements@sd23.bc.ca). The Committee will review your appeal at the next scheduled Committee meeting.