

Training/Professional Development and In-Service Fund

Information for Employees

(updated May 2026)

The *Training/Professional Development and In-Service Fund* (the "Fund") is available to members of CUPE Local 3523. Its purpose is to provide opportunities for employees of School District No. 23 who are CUPE Local 3523 members to enhance their skills and knowledge. The Fund supports professional development growth and helps prepare employees for promotional and other career opportunities within the District.

- 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 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 based 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 three CUPE members and three 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 \$2,000 per member per 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.
6. You will be informed whether your request has been approved or denied.

Once approval is received:

7. Once approval has been received from the Committee, 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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To be eligible for reimbursement, employees must have worked a minimum of **65 days** for the District at the time of the pre-approval application. Employees must also have **worked in the current fiscal year** or have been on an approved Leave of Absence.

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

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

Pre-approval applications should be submitted and approved prior to making any financial commitments or registering for a course.

Appeal Process:

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