

CUPE REIMBURSEMENT COMMITTEE
TERMS OF REFERENCE

(updated May 2026)

1) COMMITTEE GUIDELINES:

a) PURPOSE:

- i) The purpose of the In-Service/Professional Development Committee is to administer and disburse funds according to the terms and conditions laid out in these Terms of Reference.

b) INTENT:

- i) The intent of the parties is to ensure that CUPE 3523 members have access to training, seminars, educational programs, and similar opportunities which will enhance their ability to provide high-quality service to School District No. 23.
- ii) To access these funds, employees must have worked a minimum of 65 days for the District at the time the pre-approval application for reimbursement is made. Employees must also have worked in the current fiscal year (July 1 – June 30) or have been on an approved Leave of Absence.
- iii) Student Supervisors (Noon-Hour Supervisors) must have worked a minimum of 50 hours for the District at the time the pre-approval application for reimbursement is made. Student Supervisors must also have worked in the current fiscal year (July 1 – June 30) or have been on an approved Leave of Absence.
- iv) The Committee will determine which opportunities will be funded based on the selection criteria developed by the Committee.
- v) Selection will be based upon opportunities that will prepare employees for future job opportunities within SD23 or add value to their current job position.
- vi) The Committee may request additional information from the employee or employer to clarify the value of the request.

c) REVIEW:

- i) The parties agree to review the usage and effectiveness of the Fund by the end of each school year.

d) DEFINITION:

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

- iii) This Fund is not intended for use on designated School District Professional Development/In-Service days without prior discussion with the Committee.

e) MEMORANDUM OF AGREEMENT:

- i) In situations of ambiguity and/or uncertainty, the original Memorandum of Agreement will be referenced.

f) TERMS OF REFERENCE REVIEW:

- i) The Terms of Reference will be reviewed by the end of each school year.

2) COMMITTEE FUNCTIONS:

a) ROLES & MEMBERSHIP:

- i) Membership consists of a joint Committee composed of three CUPE members appointed by Local 3523 and three District representatives appointed by the Superintendent.
- ii) The business of the Committee will be coordinated and facilitated by two co-chairs as determined by the Committee.
- iii) Meetings:
 - (1) The Committee will meet at least once every two months to conduct Committee business as outlined in the Terms of Reference.
 - (2) Extraordinary meetings may be called as deemed necessary by Committee members.

b) PROCEDURES:

- i) Pre-approval Application:
 - (1) Requests for In-Service/ProD opportunities will be submitted to cupe.reimbursements@sd23.bc.ca and forwarded to the Committee.
 - (2) An approved course list will be maintained by the Committee and made available to CUPE employees.
 - (3) Requests will be submitted to the Committee prior to the start of the requested training. Late applications will be considered when submitted within the current fiscal year.
 - (4) Applicants will be notified of the Committee's decision via email in a timely manner.
- ii) Decisions:
 - (1) All decisions will be determined by a majority vote of the Committee in a fair and equitable manner.
- iii) Appeal Process:
 - (1) An email appealing a decision can be submitted to the Committee for consideration.
 - (2) No appeal will be considered if the funds have been fully allocated.

c) REPORTING FUND ACTIVITIES:

- i) The Committee shall report once per year on the usage and expenditures of the funds to the SD23 Superintendent and the CUPE Local 3523 President.
- ii) Any unspent funds at year end will be carried forward to the following year. The Fund may not fall into a deficit position.
- iii) A confidential list of individuals who have benefited from the funds will be maintained for Committee use.

d) RESPONSIBILITIES:

- i) If the opportunity has been approved by the Committee, it is the participant's responsibility to ensure their attendance.
- ii) It is the Committee's responsibility to communicate the consequences of non-attendance to the participant. No reimbursement will be provided if the training is not completed successfully.

e) REIMBURSEMENT:

- i) The maximum reimbursement through the Fund is \$2,000.00 per fiscal year (July 1 – June 30).
- ii) Internal courses (ie. MyEd and Bookkeeping) will be reimbursed at 100%.
- iii) External courses applicable to positions within the CUPE bargaining unit will be reimbursed at 80%.