

CUPE TRAINING - REQUEST FOR FUNDING SUPPORT

Provincial SUPPORT STAFF EDUCATION COMMITTEE (SSEC) resources are available, based on the mutual agreement of the District and CUPE Union, to support CUPE staff specifically in obtaining improved or more current ways of performing work, acquiring new skills related to job performance and/or to reinforcing existing skills, dealing with interpersonal workplace dynamics, and/or preparing for different jobs within the School District.

Training funds may be made available to individuals, to **support job-related training and development**, including attendance at conferences and workshops, to promote professional growth resulting in enhanced service to schools, departments, and students, under the Provincial Framework Agreement (PFA) for the following purposes:

- a. Implementation of best practices to integrate skill development for CUPE employees with district goals and student needs;
- b. Developing and delivering education opportunities to enhance service delivery to students;
- c. Identifying, developing and delivering education opportunities to enhance and support employee health and safety, including non-violent crisis intervention;
- d. Enable the provision of education opportunities to enhance and support the understanding, recognition and reconciliation process with Indigenous Peoples;
- e. Enable the provision of education opportunities to enhance and support equity, diversity, and inclusion as well as cultural safety;
- f. Skills enhancement for support staff;
- g. EA curriculum module development and delivery.

The District and Union have agreed to budget a portion of SSEC funds to consider and potentially support individual requests for training up to **\$300** per school year, per employee on a first-come, first-serve basis. Please provide the following information in relation to your educational endeavour:

Name:		Position:	
Location:		Supervisor:	
Course name & description:			
Relevance to your current position, PFA principles, and/or the benefit to the District:			
Institution or Organization offering the course:			
Start Date:		End Date:	
Cost/Tuition (<i>not including books or materials</i>)			\$
Principal/Supervisor Support:		Date:	
SSEC Employer Approval		Date:	
SSEC Union Approval		Date:	

INSTRUCTIONS

If you wish to be considered for reimbursement of course, workshop or conference costs, please **obtain approval prior to registration.**

Funding for development activities is limited and will be approved on a first come, first served basis. **The maximum allotment per employee, per school year, is \$300** (if funds are available).

If your request is approved and you find you are not able to take the course, please advise the Human Resources Department so that funds can be reallocated.

1. Please complete this form and discuss the course, workshop or conference with your Principal/Supervisor prior to requesting their signature. Should the training impact your work schedule, any associated leave from work should first be requested and authorized.
2. Forward the completed form to the District Education Office, HR Department, Attn: Dionne MacDonald, HR Administrator, Email: **Dionne_MacDonald@sd42.ca**. The HR Administrator will coordinate the joint employer/union review of your request and advise you of the outcome. In the event your request is not approved, you will be contacted and advised of the reason.
3. If your request is approved, and upon completion of the course, workshop or conference, please forward your **detailed proof of payment and proof of completion**, (i.e. certificate) to the HR Department so your reimbursement can be processed.

For Completion by Human Resources Department:

Amount approved upon completion: \$ _____ (Up to a maximum of \$300)

**Please note that books, food, transportation, accommodation, or materials are not included in reimbursement.*

Date approved: _____

Dionne MacDonald, HR Administrator
Human Resources Department

c. Tracey Dahlin, Treasurer, CUPE Local 703