

## **PURPOSE:**

The primary function of this fund will be to assist groups, consisting of continuous CBE employees in pursuing job related activities, courses, conferences, seminars, workshops and in-services. *These funds are to be used solely for the purpose of bringing speakers to Calgary.*

## **ADMINISTRATION:**

The Staff Development Administrator will administer the Group Staff Development Fund.

**Authorization for funding will be provided via e-mail.**

## **APPLICATION:**

- 1) All applications must be made by a contact person for the group concerned.
- 2) Prior to submitting an application, the contact person must contact the Staff Development Administrator at 403-242-7555 Ext. 3.
- 3) Applications must be accompanied by information regarding the in-service.
- 4) Applications must have the approval of the Principal if taken during working hours.
- 5) On-line applications must be submitted at least two weeks prior to the activity. Any applications received after the in-service has taken place will not be considered.
- 6) Approved applicants will be notified via e-mail within 5 business days.
- 7) Group sessions may be accessed once per year per location.
- 8) All expense receipts to support amount claimed must be entered on-line, otherwise claims will not be paid. Reimbursement will not be made after 30 days from completion date.

## **PARTICIPATION:**

**INTENT:** There is no guarantee that approval for funds will be granted. Approval will depend on the number of previously approved applications and availability of funds.

The following considerations will assist the Staff Development Administrator in selecting candidates:

- Compliance with application procedures.
- Relevance of activity to CBE Staff Association positions.

## **ALLOCATION OF FUNDS:**

- 1) This fund will have a maximum, claimable reimbursement of \$3,000.00 per application.
- 2) A minimum of 5 or more support staff will constitute a group.
- 3) It is suggested that at worksites where there are less than 5 support staff, a combination activity with other worksites be considered.

**ALLOCATION OF FUNDS CONTINUED:**

- 4) If more than one worksite participates and both support and non-support staff are involved, this fund will pay for support staff only and the appropriate percentage for the speaker.

Approval for all activities is at the discretion of the Staff Development Administrator.

**INTERPRETATION OF GUIDELINES:**

Members wishing an interpretation of the above guidelines should contact the Staff Development Office: 403-242-7555 ext.3. These guidelines will be reviewed annually or as required by the Staff Association Staff Development Committee.