

**PURPOSE:**

The primary function of this fund will be to assist continuous and term specific CBE employees who fall under the Staff Association Collective Agreement, in pursuing job related activities, courses, conferences, seminars, workshops and in-services.

**ADMINISTRATION:**

The Staff Development Administrator will administer the Staff Development Support Staff fund.

**APPLICATION:**

- 1) All applications must be made by the individual concerned.
- 2) Applications must be accompanied by information regarding the course or conference in particular, cost of course. This information can be added in the Comment and History box provided on the on-line application.
- 3) If taken during work hours, applications must have the approval of the Principal or Supervisor.
- 4) On-line applications must be submitted at least two weeks prior to the activity.
- 5) Approved applicants will be notified via e-mail with-in five (5) business days.
- 6) All expense receipts to support amount claimed must be entered on-line; otherwise, claims will not be reimbursed. 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:**

Continuous Staff Association members may be entitled to receive funding up to a maximum of \$1,000.00 each school year subject to the availability of funds and the intent clause.

Term specific Staff Association members may be entitled to receive funding up to a maximum of \$500.00 each school year subject to the availability of funds and the intent clause.

This funding is not restricted to one activity.

## **ALLOCATION OF FUNDS CONTINUED:**

Individual applications for less than \$40.00 will not be considered.

Funding may be granted for accommodations, meals and travel with-in the maximum amount of funding provided **for out of town expenses only**. If paid by credit card, detailed, itemized receipts must accompany all credit card receipts.

Accommodations: Participants may only be reimbursed for hotel costs up to a maximum of \$125.00 (Canadian) per day on accommodations necessary to attend the activity funded. Where accommodation is shared, each participant may only claim a pro-rata share of the total cost.

Meals: Participants may be reimbursed for meals up to a maximum of \$75.00 (Canadian) per day. Meals will only be reimbursed for the member attending the activity. Alcohol will not be considered for reimbursement.

Travel: Applicants are expected to travel by the most economical means. If travel is by car, reimbursement will be provided at the rate of \$0.50 per kilometer. Car rentals will not be accepted for reimbursement.

Textbooks: Textbooks must be a requirement for the course title (not to be used for resource material).

Substitute Rate: Substitute rates are calculated by the Staff Development Fund Administrator.

Funding shall only be provided for the purpose of purchasing memberships in organizations, specialist councils etc. if it is a condition of the member's CBE employment.

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.