

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.

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.
 - Health and Wellness courses/conferences do not qualify for funding.

Application:

- 1) All applications must be made by the individual concerned.
- 2) One course per application.
- 3) Applications must be accompanied by information regarding the particular course or conference (actual course title (not the name of the program), activity cost (if a discounted rate applies, please use that dollar amount), start and end dates of activity etc.). Additional activity information can be added in the *Comment and History* box provided on the on-line application (upper right-hand corner).
- 4) If taken during work hours, applications must have the approval of the Principal or Supervisor.
- 5) Applications must be submitted at least two weeks prior to the activity start date.
 - Late applications (received after the activity start date) will not be approved.
- 6) Approved applicants will be notified via e-mail with-in five (5) business days.

Submitting for Reimbursement After Course Completion:

- 1) ***All expense receipts to support the amount claimed and proof of course completion must be uploaded and submitted on-line; otherwise, claims will not be reimbursed.***
- 2) Reimbursement will not be made after 30 days from the completion date.
- 3) E-mailed or faxed receipts for reimbursement will not be accepted.

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.

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

Courses Required by Position Description:

Please note that the Staff Association Collective Agreement (Article 38 - Training) states:

"The Board shall pay wages and the costs of courses and course materials for training which is required as a condition of employment or otherwise required and approved by the Board."

As such, applications for funding of training such as Noon Supervision, First Aid or TCI courses required by position description or requested by a Principal/Supervisor will not be approved.

Out of Town Expenses:

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 or debit card, detailed itemized receipts must accompany all credit or debit card receipts.

Accommodations: Members may only be reimbursed for hotel costs up to a maximum of \$175.00 (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: Members 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. If a meal receipt includes multiple meal charges, please calculate your meal expenses only.
- 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.

In-Town Expenses:

Parking fees while attending an in-town course or conference can be claimed by uploading the parking receipt.

Other:

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.