

PURPOSE:

The primary function of this fund is to assist members who fall under the Staff Association for Professional Support Staff Collective Agreement, in pursuing job-related activities, conferences, seminars, and in-services. It is not intended that this fund be used for payment of fees associated with course work.

ADMINISTRATION:

The Staff Development Administrator will administer the Staff Development – PSS fund.

Funding may include registration fees (including pre and post conference fees) and individual expenses, subject to the approval of the Staff Development Administrator.

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.

Group Application - An application on behalf of a group will be considered on a limited basis.

APPLICATION:

- 1) All applications must be made by the individual/group concerned.
- 2) Applications must be accompanied by information regarding the particular course or conference (actual course title (not the name of the program), cost, start and end dates of the activity etc. Additional course/conference information can be added in the *Comment and History* box provided on the on-line application.
- 3) Applications must have approval of the immediate supervisor if taken during work hours.
- 4) 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.
- 5) Approved applicants will be notified via e-mail within 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) Emailed or faxed receipts for reimbursement will not be accepted.

LEVELS OF FUNDING:

Eligibility will be determined as follows:

- 1) Applications of less than \$40.00 will not be considered.
- 2) Funding up to \$300.00 may be granted **every** school year and can be used for only one activity per year.
- 3) Funding from \$301.00 - \$1,500.00 may be granted **every three** school years and can be used for only one activity per year.
- 4) The two levels of funding cannot be combined and only one level of funding may be granted in any school year.
- 5) Funding shall only be provided for the purpose of purchasing memberships in Organizations, Specialists Councils etc. if it is a condition of the member's CBE employment.
- 6) Resource materials are not reimbursed through the fund.

TRAVEL EXPENSES:

- 1) Participants may be reimbursed for travel, accommodation and meals.
- 2) Where accommodation is shared, each participant may only claim a pro-rata share of the total cost.
- 3) Where travel is by car, reimbursement will be provided at the rate of \$0.50 per kilometer.
- 4) Applicants are expected to travel by the most economical means.

INTERPRETATION OF GUIDELINES:

Professional Support Staff wishing interpretation of the above Guidelines should contact the Staff Development office at **403-242-7555 ext. 3**. These guidelines will be reviewed annually or as required by the Staff Association Staff Development Committee.