

## Instructions for completion on reverse

### A. APPLICATION FOR COURSE REIMBURSEMENT – TO BE COMPLETED BY APPLICANT

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Phone # \_\_\_\_\_

Position \_\_\_\_\_ School \_\_\_\_\_

Employment Status: Regular (Permanent)  Casual (Casual Temporary)

Name of Conference/Course \_\_\_\_\_

Location \_\_\_\_\_ Date(s) \_\_\_\_\_ Cost \$ \_\_\_\_\_

Reason for Attending Conference/Course (course outline **must** be attached) and explain **how** the conference/course will benefit you in your current position (or other active CUPE 379 position – **please specify position**).

\_\_\_\_\_

\_\_\_\_\_

### B. TO BE COMPLETED BY SUPERVISOR

In your opinion, does this course directly relate to the performance of the duties of an active CUPE position? Yes  No

Comments \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_

### C. TO BE COMPLETED BY EDUCATION FUND FOR SUPPORT STAFF COMMITTEE

Application Approved:  Yes  No Amount \_\_\_\_\_

Explanation \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Burnaby School District & CUPE Local 379 Representatives

### D. APPLICATION PROCESS, TERMS AND CONDITIONS

I have read the Application and Approval Process, Terms and Conditions (see reverse) and I hereby agree to the Terms and Conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Submit completed form & attachments through**

**School Mail to:**

Education Fund for Support Staff

c/o CUPE Local 379

102 – 4268 Lozells Avenue

Burnaby BC V5A 0C6

# EDUCATION FUND FOR CUPE SUPPORT STAFF

## Application and Approval Process, Terms and Conditions

### Criteria for Approval:

Applications will be reviewed based on the following criteria:

1. The course directly relates to the performance of the duties in the employees' current position or another active CUPE 379 position. You **must** explain/detail **how** the course will benefit you in performing your current job (or other active CUPE 379 position – please specify position).
2. The course maintains or improves the employees' knowledge, skills, and abilities to carry out the job duties in their current position or another active CUPE 379 position as outlined in the job description.

### Process for Employees:

1. Submit completed forms (this includes section "A" and "B") with supporting documentation to the CUPE Office prior to the conference/course date. A copy of the application will be returned to the employee with notification of approval or denial.
2. If a leave is required to attend the conference/course, submit a leave request for approval. A replacement employee **will not** be provided if the leave is on a Pro-D Day.
3. If conference/course attendance does not occur, notify the Committee and the CUPE Union Office as soon as possible.
4. Upon completion of the conference/course, submit the approved application form, the **original** receipt along with a copy of documentation of successful completion (e.g. Statement of Marks, Recognition Certificate) to the CUPE Union Office. Forms **must be received within 4 weeks** of the conference/course completion or funding will be cancelled.
5. CUPE will send the above documentation to the District Administration Office. Once the Committee has processed your application, it will be forwarded to Accounts Payable for reimbursement. You will receive a deposit notification through your District email and your bank account will be credited through an EFT (electronic fund transfer).

### Terms and Conditions:

1. The Education Committee will review the submitted reimbursement applications on a monthly basis.
2. Employees are eligible for reimbursement of up to five (5) courses related to their current position or another active CUPE 379 position **per school year** (July 1 – June 30) to a maximum reimbursement of five courses **OR \$500**.
3. Expenses beyond the approved amount of \$500 will not be refunded.
4. The fund does not cover membership fees.
5. Accommodations, meals, parking, transportation, textbooks, supplementary materials, replacement and/or late registration fees will not be covered.
6. **Casual employees can apply for funds and will be considered, if funds remain available, at the end of the school year.**
7. General course studies taken at a post-secondary will not be approved.
8. **Course completion and reimbursement does not automatically qualify an employee for a CUPE 379 position. Employees must meet the qualifications noted in the job description and apply for an active job posting to be considered for a position.**