BOARD OF EDUCATION
BURNABY
SCHOOL DISTRICT 41

Job-Related Education Fund for Support Staff

Jointly Administered by School District 41 and CUPE Local 379

Instructions for completion on reverse

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

PLEASE PRINT

Name _____ Employee #_____ Home Phone # _____

Position _____ School _____

Employment Status: Regular ☐ Temporary ☐ Casual ☐

Name of Conference/Course _____

Location _____ Date(s)_____ Cost _____

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

_____

_____

B. TO BE COMPLETED BY SUPERVISOR

In your opinion, is this course directly related to the performance of the tasks and duties of the position? Yes ☐ No ☐

Comments _____

Supervisor's Signature: _____ Date _____

Please PRINT Name too!

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

Please send this form to:
Job-Related Education Fund for Support Staff
c/o CUPE Local 379
102 – 4268 Lozells Avenue
Burnaby BC V5A 0C6

Revised March 7, 2025

JOB-RELATED EDUCATION FUND FOR 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.
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. 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 Job-Related Education Committee will review the submitted reimbursement applications monthly, during the school year.
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). The maximum reimbursement for the five courses is **$500**.
3. Expenses beyond the approved amount of $500 will not be refunded.
4. The fund does not cover membership fees or exam 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 fiscal 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.

Revised March 7, 2025