



## Terms of Reference

**Scope:** The Skills, Training and Enhancement Fund will be used for staff training and development that will enhance service to the district. All CUPE staff are eligible to apply for access to this fund.

**Structure:** The fund will be administered by the Labour Management Committee who developed terms of reference for the management and disbursement of funds in February 2020. The terms of reference are reviewed and updated annually.

1. The Skills, Training and Enhancement Fund subcommittee will meet 3 times per year to consider applications to the fund for upcoming events. Applications from the Skills, Training and Enhancement Fund will be adjudicated 3 times a year.
2. Decisions of the Subcommittee regarding the disbursement of funds will be reported out at the Labour Management Committee meeting immediately following the decisions.
3. The Subcommittee will monitor requests and if there are trends in applications or if there are frequent applications on a particular topic, the subcommittee can recommend a group training to make more efficient use of funds.
4. The committee will respond to all submissions and provide feedback if the application for funds is not approved.
5. The Skills, Training and Enhancement Fund Subcommittee will review the disbursement process annually (in April) to discuss:
  - a. Dates of disbursement
  - b. Selection criteria
  - c. Trends in requests which might be better met by scheduling group training in the district.
  - d. Any other changes to the process or criteria for the disbursement of the funds.
  - e. Reconciliation of the Fund year to date.

**Criteria:** The fund may be used to cover costs for items such as training courses, workshops, conference fees, speaker fees, costs associated with travel to attend training/conferences and pay for casuals to attend pro-d days or other training and development related costs as agreed to by the parties. The fund is not intended to sponsor a full post-secondary degree program (i.e. BA, BSc, BBA, MA, MSc).

1. As a general principle, the subcommittee will prioritize first time applicants over applicants who have been approved for previous applications. This is to ensure equity of access to the funds.
2. Funding will be provided as a reimbursement after training, workshop, event or successful completion of the course has taken place.
3. Employees can apply for funds to support training and educational activities as individuals or as groups. Group activities will be subject to availability of replacement staff.
4. Requests not approved due to the fact that there have been more applications than available funds, may be resubmitted at the next deadline for reconsideration.
5. Requests which have been denied due to the fact that they do not meet the terms of reference for the use of these funds should not be resubmitted.



**Submission Timeline:** Deadline for applications for the 2023/24 school year are May 15, 2023, October 31, 2023 and January 31, 2024.

**Reimbursement Timeline:** The subcommittee will meet within 2 weeks of the submission deadline to review applications. Approved applicants will be notified by the end of the month following the submission deadline (June 30, November 30, February 28).

**Funding:** \$40,000 per year allotted under Article 21 – Service Improvement Fund, effective July 1, 2022 to June 30, 2025.

**Fund Surplus:** If a surplus exists at expiry of Collective Agreement (June 30, 2025), the parties will mutually agree on the disbursement of funds. The parties may elect to hold the surplus to allocate towards future bargained funding.

**Guidelines:**

1. Applicants must be part of the Support Staff employee group and an active member of CUPE Local 411 at the time of submission.
2. Casual employees must make themselves available for work on a regular and consistent basis to qualify for funding.
3. Casual employees seeking reimbursement for attendance at District professional development days will be required to verify their registration and attendance at sessions to qualify for funding.
4. All applicants must demonstrate how the training / learning opportunity will enhance service to the district, and where applicable what future role the training is intended to prepare them for.
5. Reimbursement of training activities which have already been completed at the point of application, must have taken place in the current school year (July 1 to June 30 annually).
6. Approved reimbursement requests must be submitted before the end of the fiscal year (June 30, 2024). Where not possible, applicant must notify the subcommittee of the reason.

**Application Process:**

1. A fillable pdf version of the application will be made available on the district website.
2. Employees can complete the form and submit to a designated email address which will route to committee members.
3. Application timelines and process will be advertised in Connect 33, CUPE 411 website and any other means determined by the committee.