

CAREER DEVELOPMENT FUND POLICIES & PROCEDURES

The Career Development fund was established in May 1981 by a Letter of understanding between CUPE 951 and the University of Victoria.

Purpose: To provide regular employees with opportunities for career development within the University's work force that are not directly related to their employment in their existing department... Please refer to Article 26.08(a) of the CUPE Local 951 Collective Agreement for a full definition.

Eligibility: All "Regular Employees" of CUPE Local 951 (employees appointed to continuing positions...) Please refer to Article 1.02 of the CUPE Local 951 Collective Agreement for a full definition.

Source of Funds: Each of the parties will contribute \$1.00 per month per regular employee.

Administration of the Fund

1. The Career Development Committee will consider funding requests for:

- (a) tuition fees, courses, workshops or seminars;
- (b) required books and course materials

2. Funding is available as follows:

- (a) 100% of course costs; and
- (b) 100% of required books and course materials;
- (c) up to a maximum of \$500.00 annually based on;
 - academic year Sept. 1 – Aug. 31
 - course commencement date

3. Any requests that require the employee to be absent from work must include documentation that Articles 26.06/26.07 of the Collective Agreement, have been fulfilled.

4. Any fees for a job related course are a departmental responsibility as per Article 26.01 to 26.03 of the collective Agreement.

5. Personal Growth Training:

Personal growth training and seminars will not be approved for individuals. While the committee recognized the value of such courses the primary intent of the Career Development Fund is to make direct contributions to an individual's career enhancement.

6. Each submission to the committee must be on an official application form which is **available through Human Resources or Human Resources website under online forms.** Where department head approval is *not* required, completed forms may be submitted electronically to hrrassistant@uvic.ca in Human Resources.

7. Requests for funding:

- (a) Must be made prior to start of course – early submissions are encouraged.
- (b) Course changes after the start date will be considered only if there are extenuating circumstances, and the Committee is notified immediately in writing.
- (c) Career Development Committee should be notified in writing if you do not use the approved funds.
- (d) Requests to take courses during periods of extended sick leave must be supported by a Doctor's certificate stating that the course requirements will not adversely affect the employee's health or prolong their absence from work.

8. Reimbursement requirements:

- (a) Proof of successful completion of course;
- (b) Submissions of copy of invoice to show costs breakdown together with **original receipts;**
- (c) Submissions to be made within two months of completion of course
- (d) Approved courses taken during periods of layoff, leave, vacation, or extended sick leave will be reimbursed after the employee has returned to work.
- (e) Must be still employed at UVic to receive reimbursement.

*Employees may opt to receive their reimbursement over two months to lessen the tax impact. Please request this when submitting your receipts for payment.

APPEAL PROCEDURE

An individual whose application for funding has been rejected may appeal the Committee's decision.

Procedure

1. Submit in writing reason(s) for appeal to Chair, Career Development Committee, c/o Human Resources.
2. Committee will review written submission and original application.
3. If necessary, committee will invite applicant to make verbal presentation.
4. The Committee will advise applicant in writing of outcome of appeal.

Questions? Please contact hrrassistant@uvic.ca for assistance.