

**THE UNIVERSITY OF VICTORIA AND CUPE LOCAL 951
CAREER DEVELOPMENT FUND
POLICY & PROCEDURE**

The Career Development Fund was first established in May 1981 by a Letter of Understanding between CUPE 951 and the University of Victoria. The provisions of the Career Development Fund were further enhanced by a Letter of Agreement between the parties in September 2022.

Purpose: To provide regular employees with opportunities for career development with the University's workforce 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. In addition, a one-time contribution will be made to the fund through a Supplementary Income Allocation from Collective Bargaining during the April 1, 2019 – March 31, 2022, term.

Administration of the Fund

1. The Career Development Committee will consider funding requests that are directly related to career or personal development. Requests may include:

- (a) tuition fees, courses, exams, workshops or seminars;
- (b) expenses such as books, course materials, software materials, and associated fees, etc.
- (c) membership fees in learned societies and professional organizations;
- (d) equipment such as computer equipment including laptops, tablets, smartphones and audio-visual equipment;
- (e) learning supports for those employees with disabilities;
- (f) travel to attend training including accommodation expenses.

2. Funding is available up to a maximum of \$5000.00 per employee on an annual basis with an annual Career Development Fund cap of \$60,000.

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 learning and development will be approved, however, employees are required to describe how their personal learning and development is linked to their career and personal growth in their application. Personal development may include career counselling; personal productivity related to goal setting; leadership development; cultural learning related to diversity, equity, inclusion and truth and reconciliation; financial planning; organizational skills training; etc.

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 avphrassist@uvic.ca in Human Resources.

Requests for Funding:

- (a) Must be made prior to the start of the course, seminar or workshop – early submissions are encouraged.
- (b) Course, seminar or workshop 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.

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. The procedure is as follows:

Submit in writing reason(s) for appeal to Chair, Career Development Committee, c/o Human Resources.

1. The committee will review written submission and original application.
2. The-committee will invite applicant to make a verbal presentation.
3. The Committee will advise applicant in writing of outcome of the appeal.

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