



***Joint Professional  
Development  
Committee***

***CUPE*** / Canadian Union  
of Public Employees

**Local 2769**



# **CUPE Professional, Career Development, Education and Training**

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***School District 84 and  
Canadian Union of Public Employees Local 2769***

# **CUPE PROFESSIONAL, CAREER DEVELOPMENT, EDUCATION AND TRAINING**

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## INTRODUCTION

During the last round of bargaining, the Union and Employer had a lot of discussions about the difficulties we (both the Union and its members and the Employer as a whole) all face coming out of the Pandemic.

One of the Key issues raised was Staffing and Personnel.

We talked about the frustrations both sides had in relationship to the Operations. The Employer talked about the lack of applications from CUPE members in key positions. The Union also spoke about the CUPE members expressing their frustrations about the qualifications required, and the inability and of opportunity to have training available.

**It became a focus during the bargaining discussions.**

The Parties, School District 84 and CUPE Local 2769, both share a commitment to support the lifelong learning needs of all support staff. To this end, the parties have negotiated a plan for Professional Development, Education and Training.

The plan needs to be able to assist the CUPE employees in obtaining the training and opportunities to be qualified for all CUPE positions.

We both wanted to create a Career Building Education Plan so that our current employees can progress within their choice.

Under the Collective Agreement Article 16.06 (c), a defined amount of funds are allocated annually for learning activities. These funds are administered by the **Joint Professional Development, Committee.**

This Manual incorporates Terms of Reference for the Professional Development Committee and Guidelines for the Application and Approval of Funds.

## **GUIDING PRINCIPLES**

The following principles guide the work of the Joint Committee:

- It is to the benefit of both School District 84 and CUPE Local 2769 that support staff remain current in their fields, enhance their knowledge and skills, and can network with internal and external colleagues. Professional development, education and training contribute positively to these objectives. The goal of the Employer and the Union is to have as many employees as possible engaged in professional and career development activities.
- Funds available for learning activities must be allocated in a fair and equitable manner.
- In applying for career development funds, staff must be aware of the provisions of Article 16 and ensure their applications fall within the eligibility requirements.
- Career Development Plans are a useful tool to chart education and training activities and to demonstrate to the Joint Committee how a particular learning activity fits within such plan.
- Both individual and group learning activities will be supported by the Joint Committee. This includes support for activities at the CUPE Professional Development Day.

# **JOINT PROFESSIONAL DEVELOPMENT COMMITTEE**

## **TERMS OF REFERENCE**

The Joint Professional Development Committee was established to develop guidelines for the administration of Professional Development funds for all CUPE Local 2769 employees.

### **Objective of the Fund**

1. All employees will have the option of an on-going professional development program.
2. All professional development fund requests should be SD84 job related, designed to enhance not only job qualifications and performance but the ability to allow for member advancement within the District.
3. For any employee who cannot physically be on-site to perform the duties of their work as a result of a school closure, they will be paid regular wages with the understanding that if they can do work-related duties, they will perform those duties or should work-related duties not be available, they will work on their approved professional development plan.

### **Role of the Committee**

1. The Joint Committee will have up to four members: two from the Union and two from the Employer. Up to one additional member from each side can be invited to attend meetings, upon approval of the Joint Committee.
2. The Chairperson will be a Union member.
3. The Joint Committee is responsible to set the budget and allocate funding up to a three-year plan.
4. The Joint Committee will review plans once a year, based on the annual summary provided by employees.
5. All Joint Committee decisions will be made by majority decision and in the case of a tie vote, will be resolved in the negative.
6. The Employer will administer the CUPE Professional Development funds as directed by the Chairperson.

## **Professional Development Plans**

1. An employee choosing the option of an on-going professional development program must submit a plan to the Joint Committee that includes details of proposed education and/or training, proposed starting date, anticipated duration, and anticipated costs.
2. Intake of applications to be by September 30 each year – or February 1 for those employees hired after September 30
3. An employee who has received approval must submit an expense claim form and receipt(s) to the Joint Committee Chairperson in order to draw funds from their approved plan as well as submitting an annual summary with transcripts/certificates achieved to date.

## EXPENSE LIMITATIONS AND CONDITIONS

The Priority of our Professional Development Plan to begin with will be focused on On-Line Courses and Programs so that we can ensure opportunities to all employees regardless of your work or living location. We want to recognize that some programs may require travel. In the event, this is the formula:

Wherever possible, 100% of eligible expenses will be approved. For clarification, the fiscal year that applies is the year in which the professional/career development activity begins.

- **Travel:** When a personal vehicle is used, the current mileage rates will apply. Eligible expenses may include ferry costs.
- Employees are eligible to apply to the Committee for a travel subsidy that will accommodate travel costs to the nearest major College Campus (Comox Valley to Campbell River.). The appropriate section of the Application Form must be completed for consideration by the Committee.
- **Accommodation:** Overnight hotel accommodation at "Provincial government rates". When booking accommodation with hotels, "Provincial government rates" should be requested. If confirmation of eligibility for such rates is necessary, notify Human Resources.
- **Meals:** Where meals are not included in a scheduled activity, the Committee may approve the reimbursement of meal expenses in accordance with the current School District Administrative Procedure 530.
- **Shared Travel and Accommodation:** When two or more applicants are scheduled to attend the same activity or event, they are encouraged to carpool and share hotel accommodation where this is practical and reasonable. Human Resources will initiate the necessary communication on a possible sharing arrangement.
- **Host Stipend:** Applicants who choose to be accommodated by a relative or friend are eligible for a host stipend of \$50 per night. A receipt is not required to claim the stipend.
- **Original receipts** (and/or other supporting documentation) **are required for all claimed expenses, except for meals which will be reimbursed at the applicable School District rates.** Receipts for travel expenses must be attached to a Travel Expense Form. All required documents and receipts are to be forwarded to Human Resources to obtain reimbursement of expenses. ***Unsupported claims will not be paid.***
- **Please also refer to the School District's AP 530, Travel, Meals and Other Expenses.**

Human Resources/JPDC will complete and submit the necessary Purchase Requisition for the prepayment of registration fees and transportation costs.

## **TIME OFF FOR COURSES**

**In the event that time away from work is required (exams, special lectures, etc.)**

The following practice will be followed consistently:

1. Prior to enrolling in a course, where the course is offered during the normal work schedule of the employee, the employee must request the approval of their supervisor to be absent from their workplace for the times of the course, prior to submission of the application.
2. As part of the approval process, the employee and supervisor will develop a schedule and plan to ensure that all hours that the employee will be absent from work, over and above their annual allotment of Professional Development days, will be:
  - i) Personal business days.
  - ii) Taken as vacation.
  - iii) Taken as unpaid leave.
  - iv) A combination of i), ii), and iii) above.
  - v) "Made up" by working additional hours that are banked and taken as lieu time (subject to prior approval of supervisor).

This process does not apply if the supervisor requires an employee to take a course.

## **SUPPORTED LEARNING INITIATIVES IN CONJUNCTION WITH PERSONAL ACTIVITIES**

Applications for funding of initiatives that occur in conjunction with personal activities (e.g. scheduled vacation or other leave), may be approved by the Joint Committee to the extent that expenses directly related to the activity itself are considered eligible expenses. If travel to the activity relates to travel that is part of vacation or other personal plans, then only the portion of the expenses attributed to the activity will be reimbursed.

## **GROUP LEARNING ACTIVITIES**

The Joint Career Development Committee exists to coordinate, promote and enhance career development activities for support staff. The CUPE pro-d fund supports group learning activities. The Joint Professional Development Committee will evaluate applications for Group Learning Activities for career development, education and training.

The Joint Professional Development Committee has determined that activities eligible for Group Learning Activities funding include but are not limited to bringing a speaker/facilitator to a worksite for either a divisional, departmental or worksite event that will coordinate, promote, and enhance learning activities for support staff.

Group Learning Activities might include diversity training, workplace conflict management, health and wellness (mental, physical wellbeing), time management, etc.

The Joint Professional Development Committee has determined that the following activities are not eligible for Group Learning Activities:

- Departmental or divisional meetings
- Activities that should be paid for by School District 84 and considered the responsibility of the Employer.

Group Learning Activities will be reviewed, and funding will be considered on an individual basis based on the activity, cost and available funding.

## EXTERNAL ACTIVITIES

### 1. Application for Funds to Cover External Activities:

- ☐ Obtain approval of the supervisor if the activity is within working hours.
- ☐ Complete the **Application for Funds** and forward to Human Resources in the School Board Office.
- ☐ Human Resources will e-mail the applicant, confirming the Committee's approval, providing a copy of the Career Development Report form, and requesting its completion following the conclusion of the activity.
- ☐ Register and pay for your activity. Forward your registration receipts to Human Resources for reimbursement. If you have financial difficulty paying for your activity in advance, please contact Human Resources for assistance registering for your activity.
- ☐ Purchase your books and forward original receipt to Human Resources, who will arrange for reimbursement.
- ☐ Upon completion of the course, forward a Travel Expense Form, where applicable, with the necessary receipts.
- ☐ On completion of the course, fill out a **Professional Development Report** and submit to Human Resources.

### 2. Application for Prior Learning Assessment Funds:

The JPDC supports employees in obtaining recognition for past academic and non-academic knowledge. This is commonly done through a PLAR (Prior Learning Assessment) process at the institution which the employee is seeking a credential from. It is recognized that while PLAR is a common term and is used in this document. These funds may be used to support any recognition process, which may include but is not limited to: prior learning assessment, challenge exams, transfer credit fees, assessment/articulation by a professional body or higher learning institution.

- ☐ Complete the **Application for Funds and Professional Development Plan Submission Form** and forward to the JPDC. It should be clearly stated on the application form how this PLAR relates to the employee's career goals.
- ☐ The JPDC will contact the applicant with confirmation of the Committee's decision.

## APPEAL PROCESS

If an application for Professional Development Funds is **not approved** by the Committee, the applicant may appeal the Committee's decision as follows:

1. First, make a request to the Committee to reconsider its decision. This request should be submitted in writing within ten (10) working days of receipt of the Committee's decision. Additional information about how the learning activity links to skills required in the applicant's current job or to a career path outlined in a Career Development Plan should be included with the reconsideration request.
2. The Labour Management Committee (LMC) will carefully review the member's application and rationale, the reasons for the Committee's original decision and the Committee's decision on reconsideration.

The LMC may uphold or overturn the Committee's decision. This information will be communicated to the applicant along with the reasons for the LMC's decision.

## APPENDIX A

### ARTICLE 16 – PROMOTIONS AND STAFF CHANGES

- 16.06 c) The Employer will forward to the Union **forty-six thousand dollars (\$46,000) in 2022/23, fifty-six thousand dollars (\$56,000) in 2023/24 and sixty-six thousand dollars (\$66,000) in 2024/25 and ongoing** per annum for Professional Development for employees covered by this Collective Agreement. A Joint Professional Development Committee **made up of the Union President (or designate) and Union Vice-President (or designate) and the Superintendent/Secretary-Treasurer (or designate) and the Associate Director of Human Resources (or designate)** will determine spending guidelines and appropriate activities.

## PROFESSIONAL DEVELOPMENT PLAN APPLICATION

Name: \_\_\_\_\_ Report Submission Date: \_\_\_\_\_

Worksite: \_\_\_\_\_

**Details of Proposed Education and/or Training:**

Name of Program or Course: \_\_\_\_\_

Institute: \_\_\_\_\_

Short Description of Program (*include website address if applicable*):

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How will this career development activity benefit you and the School District?

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Proposed Starting Date: \_\_\_\_\_

Anticipated Duration: \_\_\_\_\_

Anticipated Costs:

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\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature

*Intake of applications is September 30 each year – or February 1 for employees hired after September 30. Please submit to Human Resources.*

## PROFESSIONAL DEVELOPMENT REPORT

Name: \_\_\_\_\_ Report Submission Date: \_\_\_\_\_

Location: \_\_\_\_\_ Activity Dates: \_\_\_\_\_

Workshop, course, seminar attended: \_\_\_\_\_

**Purpose:** To ensure the best use of allocated funds in accordance with Article 16 and to assist the Committee in approving or recommending future Professional Development activities.

Please describe how this career development activity has benefitted you and the School District?

Were you able to make changes in your work as a result of this activity? Please describe.

*\*Please submit to Human Resources and attach a copy of your transcript or certificate of completion, where applicable.*