



CUPE 1975 EMPLOYEE DEVELOPMENT FUND

Updated June 1, 2010

Career Development & Personal/Self Development

GUIDELINES

To assist and encourage employees to increase or upgrade their skills, thereby increasing their career options, Article 15.4.2 of the Collective Agreement with CUPE 1975 provides for an Employee Development Fund capped at \$60,000 annually effective June 1, 2010.

Please read through the Guidelines to familiarize yourself with the appropriate procedure for your submission. There are two different forms, depending on which aspect of the Fund you are applying to. The forms consist of a "Career Development Application of Waiver of Tuition" for U of S credit classes and a "Career Development Application for Courses/Conferences/ Seminars" for non-U of S credit classes.

To access the appropriate Application Form and the Frequently Asked Questions section on our website, please proceed to:

http://www.usask.ca/hrd/employees/pd_CUPE1975_2006.php

Eligibility:

Permanent/Seasonal employees with more than one year of continuous, uninterrupted service (excluding casual work) will be eligible to apply to the Fund. Reimbursement will be pro-rated to the employee's full-time equivalency (fte). Please note: Eligible employees on an approved Leave of Absence with pay or employees on Disability Leave or Maternity Leave are eligible to apply. Employees on a personal Leave of Absence without pay are not eligible for funding.

Career Development:

Career Development, for the purpose of this Fund, is defined as development to upgrade skills to improve performance in a current job or to prepare for other employment opportunities at the University of Saskatchewan. The Dean, Department Head or Department/Unit designate and the employee should discuss the employee's career goals and consider what career development activities will assist the employee in reaching those goals. The Dean, Department Head, or Department/Unit designate (not in scope of CUPE 1975) must indicate on the application form how the University will benefit from this career development. The Career Development Fund should not be used if the course is a mandatory requirement for the position currently held by the employee.

Eligible employees can apply to the Career Development Fund for reimbursement of the following costs:

- Tuition waiver (maximum of 6 credit units per fiscal year) for U of S credit classes;
- Registration fees or tuition refund for courses at a recognized (or accredited) technical institute or business college, or via correspondence;
- Refund of actual expenses for course materials and textbooks (supported by original receipts that provide details of the purchase, not including office supplies).
- Travel expenses incurred due to career development related activity.

Approval for career development must be provided by the employee's Dean, Department Head or designate (not in scope of CUPE 1975). For tax purposes, the benefit to the University must be specified. All reimbursements are conditional upon successful completion of the course(s) undertaken.

The maximum total amount that can be claimed from the Employee Development Fund for Career Development, per eligible employee is \$2000.00, per fiscal year.

- Reimbursement from the Fund is provided on a first-come first-served basis; therefore applications will be denied when the Fund is depleted for the fiscal year (May 1 to April 30). Human Resources will post a notice on their website (click on "Resources for Employees" then the heading "Your Professional Development" and proceed to the "CUPE 1975" link) should the Fund be depleted.

How to apply for a Tuition Waiver: [\(also refer to the FAQ's section\)](#)

- For a Tuition Waiver of University of Saskatchewan credit classes, use the [Career Development Application for Wavier of Tuition form](#). The Fund does not cover student fees, late fees, parking, travel, meals, memberships, office supplies, etc.
- The fund is provided on a first-come first-served basis, therefore submissions for a Tuition Waiver will be denied when it is depleted for that fiscal year (May 1 to April 30). Human Resources will post a notice on the HR Professional Development website should the Fund be depleted (located under the heading "Resources for Employees" then the heading "Your Professional Development" then click on the "CUPE 1975" link).
- Send your completed and approved Career Development Application of Wavier of Tuition form to Human Resources, Room E140, Administration Building, 105 Administration Place.
- Funds will be transferred from the Employee Development Fund to cover the cost of the tuition once Student Accounts & Treasury has confirmed your registration for the course.
- If you have given permission (on the application form) for the Administrators to verify your successful completion of the course, no further action is required by you.
- If you do not give permission (on the application form) for the Administrators to verify your successful completion of the course, you must submit proof of your successful completion **within 30 days of completing your course**. A printout from PAWS

indicating your name and the passing mark you obtained is sufficient for proof of successful completion. If proof of successful completion is not received within 30 days, you will be required to reimburse the Fund for the amount of the tuition waiver.

- If you do not successfully complete the class, or you do not officially withdraw, you will be required to reimburse the Fund for the amount of the tuition waiver.

How to apply for Career Development courses (that are not University credit classes) or for reimbursement of course materials and textbooks?

- For reimbursement of registration fees, actual expenses for course materials or textbooks, or tuition of non-University of Saskatchewan credit classes, use [the Career Development Application for Courses/Conferences/ Seminars form](#).
- Applications may be submitted once the course/conference/seminar is successfully completed with **original receipt of payment and proof of successful completion**. Reimbursement of actual expenses for course materials and textbooks must be supported by receipts that provide details of the purchase. This Fund does not cover expenses related to student and late fees.
- Send your completed and approved [Career Development Application for Courses/Conferences/Seminars form](#) with original receipt of payment and proof of successful completion to Human Resources, Room E140, Administration Place.
- Reimbursement for travel expenses requires an approved Authority to Travel Form and completion of a Travel Expense Claim. For all travel related forms, please go to http://www.usask.ca/fsd/guidelines-procedures/travel_expense/.
- Reimbursement from the Fund is provided on a first-come first-served basis, therefore submissions will be denied when the Fund is depleted for that fiscal year. Human Resources will post a notice on the HR Professional Development website should the Fund be depleted (located under the heading “Resources for Employees” then the heading “Your Professional Development” then click on the “CUPE 1975” link).