



EMPLOYEE DEVELOPMENT FUND CAREER DEVELOPMENT APPLICATION FOR **COURSES/CONFERENCES/SEMINARS**



CUPE 1975 (Article 15.4.2)

The Employee Development Fund will cover a maximum of \$876 (equivalent to a six (6) credit unit class, Category 1, as per the 2005/06 U of S Fee Schedule), per eligible, full-time employee, per fiscal year for approved Career Development. Applications must be submitted once the course/conference/seminar is completed with **original receipt of payment and proof of successful completion within 30 days of completion**. Reimbursement of actual expenses for course materials and textbooks must be supported by receipts that provide details of the purchase and **must be submitted within 30 days of the date of the receipt**. This Fund does not cover expenses related to late fees, travel, meals, accommodations, etc. Reimbursement from the Fund is provided on a first-come first-served basis, therefore submissions will be denied when the Fund is depleted for the fiscal year. The fiscal year is from May 1 to April 30. Human Resources will post a notice on the HR website (under the heading "Your Professional Development" and then proceed to the CUPE 1975 link) should the Fund be depleted.

Personal Information:

Name: _____
 Employee ID Number: _____
 Student Number: _____
 Department: _____
 E-mail: _____

Course Information:

Course/Conference/Seminar: _____
 Dates: _____
 Fees: _____
 Fees for **materials/textbooks** (not including office supplies)

- I am a Permanent or Seasonal Employee
- I am a full-time employee
- I have at least one year of continuous service (excluding casual work)
- Note: Leave of Absence with pay, Disability Leave and Maternity Leave is considered continuous service
- I am a part-time employee. My FTE is _____
- I am also a part-time ASPA employee
- I have enclosed my original receipts and proof of successful completion of the course undertaken.
- I have enclosed my original receipts that provide details of the purchase of course material/textbooks required.
- My employer requested that I enroll in this class

I am applying for a reimbursement of fees for the course/conference/seminar and/or textbook/course materials under the CUPE 1975 Collective Agreement as indicated above. I understand the above provisions and I am submitting my **original receipt of payment and proof of successful completion within 30 days of completion**. I understand that this fund pertains to course/conference/seminar registration fees and/or textbook/course materials only and that I am responsible for the payment of any related student fees, late fees, etc. I am a member of CUPE 1975. The information I have provided on this form is accurate.

 Employee Signature

 Date

Department Signatory and Contact Information:

Name: _____
 Title/Position: _____
 Phone: _____ E-mail: _____

Complete for taxation purposes: How will the employer (U of S) benefit from this career development _____

By signing this form, I approve this application for career development and verify that the information contained in this application is accurate.

 Signature: Dean/Department Head or Dept/Unit Designate (not in scope of CUPE 1975)

 Date

Return completed form to: Human Resources, Room E140, Administration Building, 105 Administration Place

Do not complete below – Human Resources/Payroll Only

Administrator Approval to Payroll for Reimbursement:

Verified Eligibility: _____
 Administrator signature: _____
 Amount of reimbursement: _____
 Account Number: _____
 Date Process by HR: _____

Payroll Date Processed: _____
 Actual Payroll Date: _____
 Payroll Processed by: _____
 Taxable Benefit Yes (418)
 No (906)