



Human Resources

MEMORANDUM

Personal and Confidential

TO: CUPE 1975 Employees

FROM: Human Resources

DATE: April 28, 2009

SUBJECT: Changes to CUPE 1975 Employee Development Fund (Personal/Self Development)

Please be advised that effective May 1, 2009, Human Resources will be accepting applications for the CUPE 1975 Employee Development Fund.

Of particular importance are changes in the guidelines for the Personal/Self Development Fund, made in consultation with CUPE 1975. This fund is intended for development opportunities that are consistent with the University's mission statement and policies, and is to refund actual costs of programs or activities. This fund **will not be used to cover equipment or material costs** associated with these programs or activities.

Guidelines for the Personal/Self Development fund are included below:

Personal/Self Development:

Eligible employees (Permanent/Seasonal employees with more than one year of continuous, uninterrupted service) can apply to the Fund for Personal/Self Development opportunities that are consistent with the University's mission statement and policies.

- Refund for actual costs of the program or activity. Examples of programs and activities are:
 - Membership at the U of S Physical Activity Centre or other fitness activities
 - Personal development courses (First Aid, Language Courses, etc.)
 - Membership in a professional association that is not paid for by the employer under "Certification Fees" (N.S.B.A., etc.)
- **Equipment and material costs are not eligible for reimbursement**
- The maximum amount that can be claimed from the Employee Development Fund for Personal/Self Development programs or activities, per eligible employee, per fiscal year (May 1 to April 30), is \$400 in total for an eligible, full-time employee.
- **How to apply for reimbursement related to Personal/Self Development** (FAQ's available at http://www.usask.ca/hrd/faqs/pd_cupe1975_ED_fund_faq_2006.php)
 - Reimbursement from the Employee Development Fund is provided on a first-come first-served basis, therefore submissions will be denied when the Fund 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).
- You must apply for reimbursement **within 30 days** of paying for the program or activity.
 - If you do not submit your signed application form and original receipt within 30 days of the date of your receipt, you will not receive reimbursement.

Forward your completed Application for Personal/Self Development form (available at http://www.usask.ca/hrd/employees/CUPE/Professional_Development/pd_cupe1975_psd_form_current.doc) with your original receipt of payment (no photocopies accepted) to Human Resources, Room E140, Administration Place. If your application is denied, it will be returned to you.

Please distribute and post this information as appropriate in your work areas as appropriate. If you have any questions please forward them to Steve Laycock at steve.laycock@usask.ca or 966-1677.

Thank you.