
TO: CUPE 1975

FROM: Human Resources

DATE: May 27, 2009

SUBJECT: CUPE 1975 Professional Development Guidelines

Please be advised that Human Resources is accepting applications for the CUPE 1975 **Career Development Fund**. The Career Development Fund is *separate* from the Personal Development fund which has been depleted for the 2009-2010 fiscal year.

The Career Development Fund is used to reimburse eligible CUPE 1975 members for courses and conferences taken within and outside of the University. For example, if a member would like to improve their computer skills and the course is offered in another institution, the eligible employee will be able to apply to the Career Development Fund for reimbursement.

There have been changes to the guidelines for the **Career Development Fund** made in consultation with CUPE 1975. The maximum amount has increased to \$2000.00 per employee per fiscal year. Employees are now able to claim travel expenses within the \$2000.00 maximum.

Guidelines for the **Career Development Fund** are included below:

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 Fund for career development employment related opportunities for:

- 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)



► **Reimbursement of travel expenses**

- Approval for career related applications must be provided by the employee's Dean, Department Head, or Department/Unit designate (not in scope of CUPE 1975). For tax purposes, the benefit to the University must also be specified
- All reimbursements/waivers will be 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 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/**

If you have any questions please forward them to Melissa Wieler at melissa.wieler@usask.ca or 966-2405.

Thank you.