



CUPE 1975 EMPLOYEE DEVELOPMENT FUND GUIDELINES

Updated May 1, 2015

Purpose:

Employee development, for the purpose of this fund, is defined as development that will upgrade skills and improve employee performance in a current job or prepare an employee for other employment opportunities with the University of Saskatchewan.

To assist and encourage employees in scope of CUPE 1975 to achieve this, Article 15.4.2 of the CUPE 1975 Collective Agreement provides for an employee development fund capped at \$60,000 per fiscal year. The fund will be released in two allocations of \$30,000 each on May 1 and November 1 of each fiscal year (May 1 – April 30).

The fund will cover a **maximum of \$1000.00** per eligible, full-time employee, per fiscal year and can be used to:

1. Reimburse the costs associated with registration or tuition fees for *non-credit* courses/conferences/seminars offered by the University of Saskatchewan or another recognized institution. This does not include expenses related to student fees or late payment fees;
2. Reimburse actual expenses (course materials, textbooks, travel) associated with courses.

Per Article 15.4.4 of the collective agreement, the fund cannot be used if the course being taken is a mandatory requirement of the position, “Where the Employer requires an employee to take a specified course, the Employer will pay the cost of the course”. In these cases, course fees and related expenses are covered by the department.

Please read the following guidelines to familiarize yourself with eligibility requirements and application/expense procedures.

Eligibility:

Employees must meet the following requirements to be eligible for a reimbursement:

- Employee works in a position that falls in scope of CUPE 1975;
- Employee’s status is permanent or seasonal;
- Employee has a minimum of one year of continuous service (not including casual work). Approved leaves with pay (disability, maternity, etc.) are considered towards continuous service;
- Employees on an approved leave of absence with pay, or employees on disability/maternity leave are eligible; however, employees on a personal leave of absence without pay do not have access to the fund.

How to Apply:

STEP 1: Confirm Eligibility / Get Approval for Funding:

- **Per Article 15.4.2 of the collective agreement, “All reimbursements will be conditional upon successful completion of the course(s) undertaken”.** Reimbursement will not be processed until proof of completion and all itemized receipts have been submitted to HR. Proof of completion and all receipts must be submitted within 30 days of course completion in order to receive a reimbursement.
- Applications may be submitted as follows:
 1. In advance of registration/course completion, applications will be accepted and pre-approved for future reimbursement; or
 2. Once the course/conference/seminar is successfully completed;
- Course/conference/seminar dates must correspond with the fund allotment to which you’ve applied, for example:
 - *If the course you have registered for runs from May 3 – July 3, your application would fall under the May allocation of the fund*
 - *If the course you have registered for runs from February 10 – April 30, your application would fall under the November allocation of the fund*
 - *If the course you have registered for runs from October 25 – November 6, your application may fall under either allocation*
- Use the [CUPE 1975 Employee Development Fund Application](#) to apply for funding. Submit the completed form and all supporting documentation to cupe1975_education_fund@usask.ca or Human Resources, room E140, Admin;
- **The development fund application must be approved and signed by the employee’s supervisor in order to be considered for reimbursement.** For tax purposes, the benefit to the university **must** be specified;

Reimbursement from the fund is provided on a first-come/first-served basis. The university reserves the right to deny applications when the fund is fully depleted for the fiscal year. Human Resources will post a notice on its [website](#) when each fund allocation is depleted.



STEP 2: Submit Expense Claims for Reimbursement:

All development-related expense claims, including registration fees, course materials and travel, are to be submitted **directly to Human Resources**. ***Do not use the Concur Travel and Expense system for CUPE 1975 employee development fund reimbursements.***

The following documentation is required within 30 days of course completion for reimbursement:

- Proof of completion/attendance
- Original itemized receipts
- [Signed authority to travel](#) (if applicable)
- [Signed Travel Expense Claim Form](#) (if applicable)
- Proof of costs incurred by department (if applicable)

Please see Financial Service's [website](#) for information on travel expense guidelines.

All reimbursements will appear on your paycheque following normal payroll cycles.