

# CUPE/BOARD JOINT PROFESSIONAL DEVELOPMENT COMMITTEE

## *INFORMATION FOR ALL CUPE EMPLOYEES*

### ***Funding Courses for Groups of CUPE Employees:***

The CUPE/Board Pro-D Committee is continuing with the new format for professional development which supports interested **groups of CUPE employees** who organize specific workshops to meet their needs at their location or District location, at a time of their choice such as on a Pro-D day, after school, or weekends.

The Pro-D Committee would provide assistance to groups in promoting and providing their activities. The attached Application Form should be completed fully and submitted to the Pro-D Committee.

### ***Procedures for Applying for Funding for Group Courses:***

The Pro-D Committee, c/o HR Department, will receive the *Application for Funding Courses for Groups of CUPE Employees* (attached), review and grant funding when approved, based on the following criteria to review the applications:

1. Need for the Workshop or Course.
2. Relevance to the professional development of CUPE employees.
3. Number (minimum 10) of CUPE employees to benefit from the Workshop or Course. Names must be submitted prior to release of funding.

### ***Funding Courses for Individual CUPE Employees:***

The CUPE/Board Pro-D Committee is also introducing a new way to support **individual CUPE employees'** Professional Development. This will allow interested CUPE employees to attend specific workshops to meet their needs at their location or District location, at a time of their choice such as on a Pro-D day, after school, or weekends.

The Pro-D Committee will accept applications by employees to attend specific professional development activities that would be relevant to their role. The criteria are as follows:

1. Course must be relevant and enhance work related professional development.
2. Maximum \$250.00 per employee per school year
3. Requests for daytime attendance at a workshop are dependent on the availability of substitutes as determined by HR Department.

### ***Procedures for Applying for Funding for Individual Courses:***

The Pro-D Committee, c/o HR Department will receive, review and grant requests.

1. Requests will be reviewed on 'first come, first served order' based on date received by HR Dept.
2. Upon completion of the course, written requests must include the receipt and proof of attendance.
3. Special consideration will be given to applicants who are prepared to share the information learned with other employees.

Questions can be directed by email to [hr@sd44.ca](mailto:hr@sd44.ca) / Human Resources Department for the Pro-D Committee.

***PLEASE CIRCULATE OR POST FOR THE INFORMATION OF ALL CUPE EMPLOYEES.  
THANK YOU.***