

CUPE 389 Support Staff:

Further to the Human Resource Update send via email, copied below for your reference, the Union would like to encourage all members who have the qualifications to complete their applications by **April 1, 2023** to ensure eligibility for retroactive pay.

If you do not have your documentation, we suggest you reach out to the appropriate issuing party and try to secure a copy of your credentials. If you believe they are in your personnel file with the School District, and it turns out they are not there, your application cannot be processed until you have submitted the documents, so please don't rely on the "belief" that they are in your personnel file. As noted below, the processing of your file review will likely not happen until the summer, before August 1, 2023.

Human Resource Update March 2023

Student support qualifications (LOU 12) - Apply for retro pay by April 1, 2023

The [application form](#) for the new LOU 12 Qualification Premiums has been posted on [Forms Central](#).

Employees claiming the Qualification **Premium must submit to the Human Resources Department hr@sd44.ca** documentation to support the successful completion of training that will be approved by HR and Learning Services. Any claim for the Qualifications Premium will be effective the date the request with the required documentation is received by the Human Resources Department, providing the request is approved.

For the **2022-2023 school year**, if employees who were in permanent positions as of September 6, 2022, and submit a complete application **by April 1, 2023**, retro pay will be granted to October 15, 2022. **Employees who submit an application by April 1 that requires a file review for supporting documentation will have their approved applications processed before August 1 retroactive to October 15, 2022.**

Employees, whose requests are approved, will be paid that premium for all hours worked.