



THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION – **242-7555 EXT.3**

**STAFF DEVELOPMENT – SUPPORT STAFF
GROUP - GUIDELINES**

PURPOSE:

The primary function of this fund will be to assist **groups**, consisting of permanent CBE EMPLOYEES in pursuing job related activities, courses, conferences, seminars, workshops and in-services. **NO LEISURE COURSES WILL BE CONSIDERED.**

ADMINISTRATION:

The designated Staff Association Director or his/her delegated authority will administer the Group Staff Development Fund.

All Permanent Staff Association members may access funds directly through the delegated authority.

NO VERBAL AUTHORIZATION WILL BE GIVEN.

APPLICATION:

- 1) All applications must be made by a **contact** person for the group concerned.
- 2) Applications must be accompanied by information regarding the in-service.
- 3) Applications must include the approval of the Principal if taken during working hours.
- 4) Written applications must be submitted **at least two weeks** prior to activity. Any applications received after the in-service has taken place will not be considered.
- 5) Approved applicants will be notified as soon as possible.
- 6) Group sessions may be accessed once per year per location.
- 7) **ALL ORIGINAL RECEIPTS, COPIES OR FAXES, TO SUPPORT AMOUNT CLAIMED MUST ACCOMPANY EXPENSE REPORT OTHERWISE CLAIMS WILL NOT BE PAID.**

- 7) All **ORIGINAL** receipts, together with Expense Report should be submitted as soon as possible after activity. Reimbursement will not be made after **30** days from completion date. Claims made after 30 days will **not** be paid.

PARTICIPATION:

INTENT: THERE IS NO GUARANTEE THAT APPROVAL FOR FUNDS WILL BE MADE. APPROVAL WILL DEPEND ON THE NUMBER OF PREVIOUSLY APPROVED APPLICATIONS AND AVAILABILITY OF FUNDS.

The following considerations will assist the delegated authority in selecting candidates.

Compliance with application procedures.
Relevance of activity to C.B.E. Staff Association positions

ALLOCATION OF FUNDS:

FUNDING MAY INCLUDE A PERCENTAGE (%) COST OF THE FOLLOWING:

**Out of Town Speaker: Speaker instruction fee, Airfare and Accommodation costs.
In Town Speaker: Speaker instruction fee.**

- 1) This fund will have a maximum, claimable reimbursement of \$3,000.00 per application.
- 2) **IF ONLY ONE WORKSITE PARTICIPATES AND** if support staff exceeds 50% of participants, fund will pay 2/3 of costs, maximum of \$3,000.00
- 3) **IF ONLY ONE WORKSITE PARTICIPATES AND** if support staff is **LESS** than 50% of worksite staff and all worksite staff are involved in the activity then the fund will **PAY THE APPROPRIATE PERCENTAGE** to a maximum of \$3,000.00
- 4) **IF MORE THAN ONE WORKSITE PARTICIPATES AND BOTH SUPPORT AND NON-SUPPORT STAFF ARE INVOLVED THIS FUND WILL PAY FOR SUPPORT STAFF ONLY AND THE APPROPRIATE PERCENTAGE FOR THE SPEAKER.**
- 5) If only support staff are involved all claimable costs will be reimbursed to a maximum of \$3,000.00.
- 6) A minimum of 5 or more support staff will constitute a **GROUP**. It is suggested that at worksite where there are less than 5 support staff, a combination activity with other worksites be considered.

Final approval for activity at the discretion of the designated Staff Association Director of the Fund.

INTERPRETATION OF GUIDELINES

Members wishing an interpretation of the above guidelines should contact the **Staff Development Office: 242-7555 EXT.3**. These guidelines will be reviewed annually or as required by Staff Association Staff Development Committee.