



THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION - 403-242-7555 ext. 3
STAFF DEVELOPMENT – SUPPORT STAFF - GUIDELINES

PURPOSE:

The primary function of this fund will be to assist **permanent CBE employees** who fall under the Staff Association Collective Agreement, 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 delegated authority will administer the STAFF DEVELOPMENT – SUPPORT STAFF fund.

APPLICATION:

- 1) All applications must be made by the individual concerned.
- 2) Applications must be accompanied by information regarding the course or conference; in particular, the cost of course.
- 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. No funding will be granted after the course has commenced.
- 5) Approved applicants will be notified as soon as possible.
- 6) **ALL RECEIPTS, COPIES OR FAXES TO SUPPORT AMOUNT CLAIMED MUST ACCOMPANY EXPENSE REPORT, OTHERWISE CLAIMS WILL NOT BE PAID.**

PLEASE NOTE: IF COURSE IS PAID BY STAFF ASSOCIATION IT CANNOT BE CLAIMED ON INCOME TAX.

- 7) All 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.

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; and
- Relevance of activity to C.B.E. Staff Association position.

ALLOCATION OF FUNDS:

Staff Association member **MAY BE** entitled to receive funding up to a maximum of \$1,000.00 EACH SCHOOL YEAR subject to the availability of funds and the **INTENT** clause. This funding is not restricted to one activity.

Funding may be granted to a maximum of \$100 (Canadian) per day for accommodation and \$50 (Canadian) per day for meals (out of town expenses only). Where accommodation is shared, each participant may only claim a pro-rata share of the total cost.

Individual applications for less than \$40.00 **will not** be considered.

Funding shall not be provided for the purpose of purchasing memberships in organizations, specialist councils etc. except if it is a condition of employment.

Final approval for activity is at the discretion of the designated Staff Association Director or delegated authority of the Fund.

INTERPRETATION OF GUIDELINES

Members wishing an interpretation of the above guidelines should contact the **Staff Development Office: 403-242-7555 ext. 3**. These guidelines will be reviewed annually or as required by the Staff Association Staff Development Committee.