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**ADMINISTRATIVE PROCEDURE 431**

**SUPPORT STAFF PROFESSIONAL GROWTH REIMBURSEMENT**

**Background**

The Division recognizes the need to provide resources which support the professional growth of support staff relative to its goals of continuous improvement and succession planning. Professional growth needs are determined through each employee's professional growth plan, developed in discussion with their supervisor. The division, through its collective and employment agreements, and budgeting, has established funds for the costs related to professional growth.

**Procedures**

1. CUPE Professional Growth Fund
  - 1.1 The employee is to refer to the CUPE Collective Agreement, Article 23.1.1, 23.1.2, and 23.1.3 for procedures related to this fund.
  - 1.2 Application procedures and qualifications are further outlined in Policy 21.
2. CUPE Tuition Support
  - 2.1 Article 23.2 of the CUPE Collective Agreement outlines additional support for tuition available to CUPE members. It is intended to cover the full or partial cost of courses, which do not qualify for reimbursement under Policy 21.
  - 2.2 In order to be considered for support, an employee must submit the following to the Deputy Superintendent – Leadership Services and Human Resources, a minimum of one month prior to the course registration deadline:
    - 2.2.1 a written request for support for the cost of tuition for the course(s). Employees pursuing a series of courses for certification may request pre-approval for the entire series but must indicate expected completion date;
    - 2.2.2 a letter of support from their supervisor indicating:
      - i. how this supports the staff member's personal growth plan; and
      - ii. how this supports the work that the staff member currently does for the school and/or division, and future benefits to the school and/or division relative to the priorities of the division.
    - 2.2.3 a copy of the course outline and tuition rate; and

- 2.3 The Deputy Superintendent – Leadership Services and Human Resources, based on the information provided in Procedure 2.2 will decide on whether the course meets the professional development goals of the division and eligibility for support by the division.
- 2.3.1 The employee will receive a written notification of the decision of the Deputy Superintendent – Leadership Services and Human Resources indicating:
- i. the amount to be supported and any conditions, including the expiry date of approval, or
  - ii the reasons for non-approval and the ability to re-apply.
- 2.4 The employee will be responsible for pre-payment of the tuition with the following guidelines:
- 2.4.1 the employee will be reimbursed for the approved course by:
- i. submitting an expense claim for reimbursement (Form 431-01);
  - ii. attaching the original receipt for tuition;
  - iii. attaching a copy of the transcript/course completion certificate; and
  - iv. attaching a copy of the Letter of Approval from the Deputy Superintendent – Leadership Services and Human Resources.
- 2.5 Appeals
- 2.5.1 An appeal under this procedure may be made to the Superintendent of Schools. Appeals must outline information which contradicts the reasons outlined in 2.3.1 with the information presented in Procedure 2.2.
- 2.6 Tuition
- 2.6.1 For the purposes of this article, tuition is defined as the course fee at a recognized post-secondary institution, and excludes:
- i. Student Union Fees;
  - ii. Textbooks;
  - iii. Materials Fees;
  - iv. Technology Fees; and
  - v. any other fees or charges made by the post-secondary institution as part of registration in the course.

### 3. Department or School Budgets

- 3.1 Department or School budgets are expected to include provisions for professional development and may supplement costs covered under other programs or the entire cost of an activity.
- 3.2 Supported professional development must demonstrate:
  - 3.2.1 how the professional development supports the staff member's personal growth plan; and
  - 3.2.2 how the professional development supports the work that the staff member currently does for the school and/or division and future benefits to the school and/or division relative to the priorities of the division.

### 4. Coordination of cost reimbursement

- 4.1 It is expected that an eligible employee will make application for support from either the Professional Growth Fund, or tuition support under the CUPE Collective Agreement, Article 23.2.1, as appropriate.
- 4.2 A supervisor may provide or supplement support of the costs for professional growth from their budget.

Reference: CUPE Collective Agreement, Article 23  
Board Policy 21

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