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**ADMINISTRATIVE PROCEDURE 439**  
**CUPE PROFESSIONAL GROWTH FUND COMMITTEE**

**Background**

The purpose of CUPE Professional Growth Committee is to review and develop guidelines for the use and expenditures of professional growth funds. The committee reviews, recommends and administers Policy 21 – Professional Growth of Support Staff.

**Procedures**

1. Membership

1.1 Membership (as defined in the CUPE Collective Agreement)

- Two (2) Administration
- Four (4) CUPE

2. Attendance

2.1 A meeting convened in person, or via teleconference or video-conference is a duly constituted meeting.

3. Decision Making Processes

3.1 The Committee makes recommendations and decisions for professional growth of CUPE members as outlined in Policy 21 – Professional Growth of Support Staff.

4. Quorum

4.1 Quorum exists when all representatives of the Administration and CUPE are present, unless otherwise indicated.

4.1.1 A CUPE representative who is unable to attend may assign their vote to another CUPE representative on this committee, to achieve a quorum.

4.2 Decisions are made by majority of all members of the committee in attendance.

4.3 In the event that a representative is in conflict of interest on a decision, prior to a vote:

4.3.1 They must immediately declare their conflict and remove themselves from the discussion; and

4.3.2 Assign their vote to one of the other members of the committee.

## 5. Joint Statement Release

5.1 The committee representatives are encouraged to notify and consult their respective organizations on any proposed changes to relevant policies.

5.2 All matters are confidential until the release of a joint statement agreed to by the Committee.

5.2.1 A release will first be circulated to the committee members via email as a draft.

5.2.2 A second draft, incorporating any changes from the first draft, will be circulated to the committee members with a deadline for response and release date.

## 6. Meetings

6.1 A meeting can be requested by either Chair of each represented group.

6.2 Dates are to be mutually agreed upon to achieve quorum, and in a timely manner.

6.3 The committee is to meet at least twice each school year to review Policy 21 and its terms of reference and protocols.

6.4 Any materials used during a meeting are to be destroyed by the Administrative Liaison.

### **Meeting Agenda**

Meetings of the CUPE Professional Growth Fund Committee will include the following items:

1. Establishment of a Chair.
2. Minutes of the previous meeting.
3. Financial Statement
4. Business arising from the Minutes.
5. New Business:
  - 5.1. Ratification of applications approved or denied; and
  - 5.2. Consideration of new applications

## Application Approval Process

1. Applications are received by the CUPE Chair.
2. The CUPE Chair reviews each application to ensure that it qualifies under Policy 21 – Professional Growth of Support Staff and:
  - 2.1. May return the application to the applicant if it does not meet the qualifications under Policy 21; or
  - 2.2. Advise the applicant on completion of the application form to ensure its compliance with Policy 21.
3. The CUPE Chair, forwards the application to each member of the committee and the administrative liaison, via email.
4. Each member of the committee will respond to the CUPE Chair, and to all other committee members via group email including the name of the applicant(s) in the body of the email, to indicate:
  - 4.1 approval of the application; or
  - 4.2 non-approval of the application citing the qualification under Policy 21 which is not met;
5. The CUPE Chair accumulates the votes from each committee member and retains a copy of the email for presentation at the next scheduled meeting, for ratification of the decision.
6. The CUPE Chair notifies the applicant via email of the decision of the Committee, and retains a copy of the correspondence until June 30 of the year of application; or until the next meeting of the CUPE Professional Growth Fund Committee
  - 6.1 In the event of a denial, the applicant may amend their application to meet the qualifications under Policy 21: or
  - 6.2 Withdraw their application.
7. The CUPE Chair forwards a copy of the approved application to the Administrative Liaison and Financial Services.
8. In the event that the seminar, workshop or project is cancelled:
  - 8.1 the applicant must immediately notify the CUPE Chair;
  - 8.2 the CUPE Chair must immediately notify the Administrative Liaison: and
  - 8.3 any reasonable costs incurred to the point of cancellation may be covered, subject to approval of the committee.

## Payment Process

1. In accordance with Policy 21, the applicant is to submit an Expense Claim Form to the CUPE Chair for reimbursement.
2. The CUPE Chair is to review the Expense Claim Form to ensure that:
  - 2.1 it is complete; and
  - 2.2 it complies with the application and approval from the Committee.
3. The CUPE Chair will then:
  - 3.1 approve the expense claim form by signature; or
  - 3.2 deny the expense claim form and return it to the applicant with notations of the changes required.
4. The CUPE Chair is to forward the original approved expense claim and supporting documents to Financial Services for payment.
  - 4.1 Financial Services may return the Expense Claim to the Chair in the event that the form is incomplete, for follow-up and resubmission.
5. In the event that a claim is incomplete, the 30-calendar day submission period continues to count off, excluding the period where the claim was being reviewed for approval or payment and up to the date that the applicant was notified of the deficiencies.

Previous Board Policy 8, Appendix A

Developed: March 17, 2010

Amended: June 19, 2013

Deleted: October 16, 2013

Administrative Procedure

Developed: October 16, 2013