



4041: SUPPORT STAFF TRAINING (CUPE) (AP)

Approved: 99 05 25
Amended: 00 12 12
Amended: 18 03 13
Amended: 25 10 07

ADMINISTRATIVE PROCEDURES

1.0 APPLICATION

This administrative procedure is applicable to those employees who are members of the support staff bargaining unit – Canadian Union of Public Employees, Local 727.

2.0 BOARD INITIATED TRAINING ACTIVITIES

2.1 Defined

These activities are typically those that Management request the regular, temporary or casual employee to attend.

2.2 First Aid

Specific employees are designated to hold a minimum Emergency First Aid Certificate; these employees will be scheduled to receive this training. Many employees are required to possess a Childsafe First Aid Certificate as part of the general qualification for their position. These employees will generally be scheduled to receive this training, but there may be occasions where the employee initiates the training.

2.3 Safety Care

Many employees are required to have Safety Care certification as part of the general qualifications for their position. These employees will generally be scheduled to receive this training.

2.4 Attendance

Employees in regular or temporary positions, participating in Board initiated training, shall not lose any pay while attending the course.

2.4 Financial

The tuition or course fee is typically prepaid by the Board. Travel expenses consistent with Policy are applicable.



3.0 EMPLOYEE INITIATED WORK RELATED TRAINING ACTIVITIES

3.1 Defined

These activities are those that the employee requests to attend, where the course material is directly related to the current duties of the employee and are of benefit to the Board.

3.2 Approval

Approval to be reimbursed for the cost of these courses must be received from the Secretary-Treasurer or Designate before commencement of the course. Application for CUPE Training Fund reimbursement must be made prior to commencement of the course.

3.3 Attendance

Generally, employees participate in these courses on their own time.

3.4 Financial

Upon demonstration of successful completion of the course, the employee will submit a request for reimbursement of the tuition. Travel expenses will not be paid. Employees may also apply to the CUPE Training Fund for reimbursement.

4.0 PROFESSIONAL DEVELOPMENT DAYS (PRO D DAYS)

4. 1 The collective agreement permits Education Assistants to work at their regular hours of pay for five (5) non-instructional days each school year. Three (3) of those non-instructional days are mandatory working days and two (2) of these non-instructional days are optional working days.
4. 2 Board initiated training activities as described in 2.0 above may be scheduled on Non-Instructional Days and these are days with pay inclusive of the five (5) days as specified in the collective agreement.
4. 3 Education Assistants may be reimbursed for the registration costs of the approved Non-Instructional Day activity, and upon approval, where the workshop is outside their work community, are eligible for vehicle kilometers and ferry expenses only.
4. 4 Employees, other than Education Assistants, may attend Non-Instructional Days as authorized by their supervisor.

Resources and References

Pacific Rim School District – XXX Support Staff Training (CUPE) (P)
Collective Agreement – CUPE Local 727