

4041: SUPPORT STAFF TRAINING (CUPE) (AP)

Approved: 99 05 25

Amended: 00 12 12

Amended: 18 03 13

POLICY

The Board of Education of School District 70 Pacific Rim believes that Support Staff (CUPE) should continue to upgrade their skills and will provide financial assistance for employees as outlined in the Regulations to this Policy.

ADMINISTRATIVE PROCEDURES

1.0 APPLICATION

This policy 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 Level II First Aid ticket; these employees will be scheduled to receive this training. Many employees are required to possess a Level I First Aid Ticket or Childsafe Ticket 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 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 at least two (2) non-instructional days each school year. In practice, Education Assistants are paid for two (2) of the five Professional Development days and for the one School Planning Day. On specific pre- approval by either the Director of Instruction – Student Services or the Secretary- Treasurer, Education Assistants may attend and may be paid for more than the three (3) non-instructional days.

4.2 Board initiated training activities as described in 2.0 above may be scheduled on Pro D Days and these are days with pay in excess of the two (2) days as specified in the collective agreement.

- 4.3 Education Assistants may be reimbursed for the registration costs of the approved Pro D day activity, and upon approval, where the workshop is outside their work community, are eligible for vehicle kilometers and ferry expenses only, as described in Policy 4400.
- 4.4 Employees, other than Education Assistants, may attend Pro D Days as authorized by their supervisor.