

CUPE Staff -- Career Development (CD) Guidelines & Funds Request

(To be completed online, if possible – myVCC / Services / HR / Professional & Career Development / CUPE)

Guidelines / Procedures:

1. CD funds are available to all temporary and permanent CUPE staff members.
2. CD funds will be provided in accordance with Article 20 of the [VCC/CUPE 4627 Collective Agreement](#).
3. Requests for CD funds are employee-initiated.
4. Requests for CD funds may include, but are not necessarily limited to, tuition fees, course material charges, books, travel and lodging expenses for conferences, and convention and workshop registration fees. CD funds may be used in combination with other grants and funding disbursements available through the College
5. Obtain pre-approval of career development funds by completing Part 1, 2, and 3A of this form.
6. Send the form by email, to [Kendal Regan](#), HR for approval (Local 7019). Please do not assume that fees will be automatically reimbursed.
7. HR will electronically approve the request and return the form back by email to the submitter and the Union.
8. Once pre-approved, register for the CD activity, and keep your original receipt/s.
9. For reimbursement re-submit this form with your original receipt/s, completing part 3B or 3C, as appropriate.
 - For courses in which a pass or fail grade or letter grade is issued 50% of the fees will be reimbursed initially and the final 50% reimbursement is issued upon proof of successful completion of the course.
 - Expenses such as books for career development (non text books) will be reimbursed in full, up front.
10. Should a CUPE 4627 member be unable to finish a course for which funding has been issued, and fees are refunded, it is the member's responsibility to ensure that the refund is returned to the CD Fund, otherwise, further applications may be refused.

(1) Employee Information

Today's Date:	
Name:	Employee #:
Position:	Department:

(2) Career Development Activity Information

<input type="checkbox"/> Course / Name:	
Provider's Name (e.g. VCC):	
Start Date (MM/DD/YYYY):	Finish Date(MM/DD/YYYY):
<input type="checkbox"/> Seminar / Conference / Name:	
Provider's Name (e.g. VCC):	
Start Date (MM/DD/YYYY):	Finish Date(MM/DD/YYYY):
<input type="checkbox"/> Other (e.g. books) Description/Name:	
How does this activity support your career development?	

(3) Fees / Expenses

- Initial Reimbursement (attach paid receipts for all expenses)
- Final Reimbursement (attach grade transcript, certificate of completion/participation)

	(3A) Total	(3B) 50% Initial Reimbursement	(3C) 50% Final Reimbursement
Course, seminar, tuition fees	\$	\$	\$
Other fees (e.g. exams, books)	\$	\$	\$
Estimated / actual Travel expenses (refer to VCC's travel policy)			
Airfare	\$ _____	\$ _____	\$ _____
Hotel	\$ _____	\$ _____	\$ _____
Meals	\$ _____	\$ _____	\$ _____
Total	\$ _____	\$ _____	\$ _____
Total to be reimbursed*	\$	\$	\$

(4) Pre-approval of CD Funds

- Approved
- Not approved – Reason:
By Kendal Regan, Human Resources Department

(5) Approvals to Account Code 20-9200-7540

Kendal Regan
HR Specialist

Date

(6) Accounts Payable

This is your authority to reimburse the above mentioned employee for the amount indicated and chargeable again the above indicated account code.

The information on this form is collected under the authority of the Collective Agreement between the College and CUPE Local 4627. The information provided will be used to process your reimbursement for tuition fees. If you have any questions about the collection and use of this information, please contact Human Resources.