



## CUPE Career Development (CD) Fund Guidelines

In accordance with Article 20 of the VCC-CUPE Collective Agreement

1. CUPE CD funds are available to temporary and permanent CUPE members.
2. CUPE CD funds are for employee-initiated activities only. College initiated activities are funded separately further to Article 20-Training, and should be discussed with your Supervisor.
3. Requests may include, but are not necessarily limited to: tuition, course materials/books, travel and lodging, conferences, conventions and workshop registration fees.
4. CUPE CD funds may be used in combination with other grants, funding disbursements or fee waivers (Article 20.3) available through the College.
5. Any eligible travel expenses are reimbursed in accordance with VCC's *Expenses and Travel Policy & Procedures (B.1.3)*.
6. Any activity for which a CUPE member has previously participated in and previously received CD Funds for, will be ineligible to make an additional request support for that same activity.

### Pre-approval of CUPE CD funds:

7. Pre-approval is obtained by completing Parts 1, 2, and 3A of the CUPE CD Funds Request form and sending the form and supporting documents to [CDrequests@vcc.ca](mailto:CDrequests@vcc.ca)
8. Human Resources will review requests and return the form by email to the submitter indicating whether the request has been approved or denied.
9. Once pre-approved, CUPE members can register for the CD activity, retaining all original receipts.
10. Expenses for career development (books - *non* text books) will be reimbursed 100% in full, up front.

### For Initial reimbursement:

11. Complete Part 3B with supporting receipts/documents and send to [CDrequests@vcc.ca](mailto:CDrequests@vcc.ca).

### For Final reimbursement:

12. Complete Part 3C with any new receipts and *proof of activity completion* (informal grade transcript, the seminar agenda, your name tag) and send to [CDrequests@vcc.ca](mailto:CDrequests@vcc.ca).

### Note:

13. Should a CUPE member be unable to begin or complete an activity for which initial reimbursement has been provided, it is the member's responsibility to ensure that the initial reimbursement or any refund is returned to the CD Fund otherwise further applications may be refused.
14. If a request for CD funding is denied because it is outside the scope of the CD fund, the CD Committee will be informed, in addition to the staff member.
15. CUPE members may be ineligible to receive reimbursement for CD activities for which they did not obtain pre-approval.