

**Professional Development Fund for  
for CUPE 2950 Employees  
Guidelines**

***(also known as the Job Skills Training Program – JSTP )***

UBC Human Resources  
Workplace Learning and Engagement  
Updated April 2017

# Professional Development Fund for CUPE 2950 Staff Guidelines

## 1. Purpose of the Program

UBC is committed to the professional development of its CUPE 2950 staff members recognizing that ongoing learning is one of the cornerstones of an engaged workforce.

To operationalize this commitment, the Professional Development Fund for CUPE 2950 Staff (also known as the Job Skills Training Program or JSTP ) provides funding to support learning activities that enhance an employee's capacity to perform current work or prepares an employee for an expanded or different role at UBC. Priority consideration is given to CUPE 2950 members under notice of layoff or with recall status

The Collective Agreement between the University and CUPE Local 2950 requires that

“The University will maintain a Job Skills Training Program at the current funding level for the duration of the collective agreement”

*{CUPE 2950 JSTP Letter of Agreement, page 53, April 1, 2014-March 31, 2019}*

## 2. Program Scope

**Within the context of the program purpose noted above,** the CUPE 2950 PD Fund supports learning activities that will:

- 2.1. assist with skill development for relocation of employees under notice of layoff
- 2.2. upgrade skills and knowledge related to technological advances
- 2.3. provide employees with opportunities for advancement and promotion within the University
- 2.4. develop skills needed for new job requirements (technological/operational/organizational change)
- 2.5. support employee growth and development
- 2.6. help employees build a portfolio of transferable skills

## 3. Underlying Principles

- 3.1. Priority will be given to applications in the order established in Program Scope above.
- 3.2. The CUPE 2950 PD Fund is designed to provide developmental opportunities for CUPE 2950 members and funding is non-transferable to a member's partner or dependents.
- 3.3. Every effort will be made to notify CUPE 2950 employees of the availability of the program and the process for applying for funds.
- 3.4. In administering the program, special attention is paid to ensuring fairness and accessibility.

- 3.5. Along with the traditional courses, workshops and conferences, other learning methodologies such as web-based learning, secondments, one-to-one coaching, structured experiential/action learning, will be considered appropriate for funding.
- 3.6. Funds will be approved for non-training applications such as professional memberships, journal subscriptions, resource books, exam fees and some administrative fees. The fund will also cover reasonable out of town expenses in accordance with [UBC Travel and Related Expenses Policy #83](#) and [Policy # 83 Administrative Directive](#). Travel expenses are considered for learning opportunities that are not available locally and will be approved on a case by case basis.
- 3.7. Departments are responsible for providing skills training required for, or integral to, the effective functioning of a position. These types of expenses should be paid for at the department/unit level and should not be charged to the CUPE 2950 PD Fund.
- 3.8. The operational requirements of the sponsoring department need to be recognized when preparing and authorizing applications. A Department may request that training be postponed to a time that is mutually convenient to employee and department.
- 3.9. The program is not expected to substitute for third-party training funding, (e.g. WCB, ICBC, Disability Insurance).
- 3.10. An employee must arrange leave time with his or her manager when a learning activity occurs during normal working hours. As a general guiding principle, when a learning activity is of mutual benefit to both employee and the department, time off can be granted with pay at the discretion of the manager.

#### **4. Program Administration**

- 4.1. Priority funding will be provided to displaced employees or those with impending layoffs.
- 4.2. To ensure accessibility:
  - 4.2.1. Information on the CUPE 2950 PD Fund is provided on the UBC Human Resources, website: <http://www.hr.ubc.ca/learning-development/funding/cupe-2950/>
  - 4.2.2. Human Resources Advisors and HR Learning consultants will identify and create [PD workshops](#) to support employee learning needs on an ongoing basis. They will work with departments to identify barriers that may preclude employees from availing themselves of training.
  - 4.2.3. The CUPE 2950 PD Fund is highlighted during the University-wide Orientation, and in the Benefits Information section of the Human Resources website.
  - 4.2.4. Updates on administration of the program are provided on a regular basis to the University and CUPE Local 2950 Executive Committee.
  - 4.2.5. Applications are monitored quarterly to determine patterns of high registration. Human Resources will work collaboratively with HR PD training providers to ensure sufficient course offerings are available for high registration courses
- 4.3. PD expense claim forms should be completed according to the instructions outlined on the Human Resources website <http://www.hr.ubc.ca/learning-development/funding/cupe-2950/>

- 4.4. Individuals submitting PD expense claims should allow approximately 5-15 business days for Human Resources to process the application and give notice of funding authorization. .
- 4.5. To ensure fairness in the distribution and apportioning of funds, the following will apply:
- 4.5.1. 'Year' refers to the fiscal period April 1<sup>st</sup> -March 31<sup>st</sup> .**
- 4.5.2. **A funding ceiling of a maximum of \$1,400 per employee**, per fiscal year, subject to availability of overall funds. Part time employees with a staff appointment of less than .50 FTE are eligible for funding on a pro-rated basis.
- 4.5.3. PD expense claim forms and receipts (and any additional back up documentation) must be submitted to Human Resources **within 60 days** of the original PD expense purchase date .Please note that after 60 days from the original date of purchase, PD expenses will no longer be eligible for funding support.
- 4.5.4. Applications (not to exceed five consecutive days of training on work time) may be approved in accordance with 4.5.3. Further applications may be approved up to the funding ceiling outlined in 4.5.2. if an employee wishes to attend additional courses outside work hours.
- 4.5.5. Funds not spent by an individual in a fiscal year will not be rolled over into the following year.
- 4.5.6. Certificate Programs will be processed on a course-by-course basis up to the maximum annual limit of \$1,400. Employees wishing to take Certificate Programs will be required to submit applications for each course separately. Course approval will be determined on the basis of the above guidelines. Cohort programs (long term learning programs where the entire registration fee is paid in advance for all modules) will be reviewed on a case-by-case basis using the criteria outlined above.
- 4.5.7. UBC Hiring Solutions employees will be expected to attend training beyond work hours unless the department where they are currently working agrees to sponsor their wages (as assessed by Hiring Solutions). Applications from Hiring Solutions employees must be submitted to the Manager, Hiring Solutions for approval prior to submission to Human Resources.
- 4.5.8. Employees are required to give appropriate notice to the PD Fund coordinator if they are unable to attend a learning activity. For [HR PD](#) workshops, if cancellation notice is not given at least five business days prior to the workshop start date, the full workshop fee will be debited from an individual's annual funding amount.
- In the event of a cancellation or no show for an external learning activity, it is the employee's responsibility to repay UBC for any PD funds received.
- 4.5.9. In consultation with the appropriate HR advisor, the funding ceiling for employees on layoff notice or recall will be determined on a case by case basis.

- 4.5.10. UBC undergraduate or graduate degree programs and UBC Continuing Studies courses/certificates programs taken for professional development purposes are eligible expenses for reimbursement. Although not required, whenever feasible, we ask that staff members use their [Tuition Fee Waiver](#) for UBC courses / programs prior to seeking any additional top-up funding from the CUPE 2950 PD Fund.
- 4.5.11. Employees are eligible to apply funding while on maternity, adoption or parental leave. Employees requesting funding associated with other leave types will have their applications reviewed on a case by case basis.
- 4.5.12. Courses eligible under the CUPE 2950 PD Fund are a non-taxable benefit. To comply with Revenue Canada's legislation, official tax receipts received for course fees/tuition cannot be used for income tax purposes.
- 4.5.13. PD expense claims must be submitted to HR with receipts attached. The reimbursement may be made directly to an individual by direct bank deposit or by JV transfer to a home department. The CUPE 2950 PD Fund will arrange direct payment of workshops offered through HR's [Professional Development Workshop](#) program (no upfront receipt required for MOST workshops claims ) and deduct the fee amount from a staff member's available balance.
- 4.5.14. For ongoing computer software and technology upgrading , employees are encouraged to access their free UBC account with Lynda.com, before requesting any individual PD funds to pursue training with an alternate learning provider. Lynda.com offers unlimited online access to training and is sponsored by Human Resources . CWL login at [www.lynda.ubc.ca](http://www.lynda.ubc.ca)
- 4.5.15. The CUPE 2950 PD Fund will be reviewed on an ongoing basis to ensure that the program is meeting the evolving professional development needs of UBC's CUPE 2950 staff members