



RED DEER COLLEGE
CUPE Professional & Personal
Development
Guidebook

CUPE Professional & Personal Development 2021-2022

CUPE Professional Development (PD) activities must be of benefit to the College, the individual, and the individual's current role at the College or career aspirations within Red Deer College (RDC).

The following CUPE PD Guidelines are published annually by the CUPE PD Committee and comply with the CUPE Collective Agreement and RDC Travel and Related Expenses Policy.

1. The CUPE PD budget for the current fiscal year is \$55,000.
2. Eligible CUPE employees can **apply** for a maximum of **\$2,500** in Professional Development (PD) funds during the current fiscal year (July 1, 2021 – June 30, 2022).
3. Eligible CUPE employees can **apply** for a maximum of **\$250** to use towards a **Personal Development activity** during the current fiscal year (July 1, 2021 – June 30, 2022).
4. *If utilized, **Personal Development funds** will be subtracted from their individual PD maximum of \$2,500*—The CUPE PD budget will be divided equally into two halves throughout the fiscal year
 - July 1, 2021 – December 31, 2021
 - January 1, 2022– June 30, 2022

Member Eligibility

1. All full-time permanent, non-probationary CUPE members are eligible to apply for individual Professional Development funds.
2. Non-probationary Permanent part-time employees who work a minimum of 17.5 hours per week or 910 hours per year are eligible to apply.
3. Term-certain employees completing a minimum of 18 months of consecutive contract term(s), who have completed their probation, and work a minimum of 17.5 hours per week or 910 hours per year are eligible to apply.

Normally, a permanent employee who is on a leave of absence from their permanent position to accept a term-certain position is eligible for Professional Development funding based upon their permanent position and from the PD funds allotted within the bargaining unit of their permanent position.

Please refer to the current CUPE Collective agreement as well.

Eligible Professional Development (PD) Activities

1. Registration / Enrolment Fees
 - Conferences, workshops, seminars, credit-courses (including mandatory registration or student fees related to the course), non-credit courses, webinars, exam fees (first exam attempt only), and Association memberships related to the members role at RDC.
 - Student Health and Dental Benefits are not eligible.
2. Travel Expenses to Attend Professional Development Activities
 - Eligible travel expenses subject to the terms/maximums as outlined in the RDC Travel and Related Expense Policy [Travel and Related Expenses Policy](#)
 - Ground travel, air travel, parking, car rental, taxi/public transportation, accommodations, and meal allowances.

Required Textbooks, Online Textbooks & Learning Materials are eligible to be reimbursed at 50%.

Personal Development Activities

1. Eligible CUPE employees can apply for a maximum of \$250 to use towards a Personal Development activity during the current fiscal year

If utilized, Personal Development funds will be subtracted from the maximum \$2,500 individual eligibility that each individual can apply for.

2. Personal Development must:
 - Be an activity
 - The activity must be professionally delivered by a credible source
 - The activity must tie into the employee's Goal & Development plan
3. Examples of eligible Personal Development activities include:
 - Gym membership,
 - Yoga or other fitness classes,
 - Cooking lessons,
 - Music lessons,
 - Learn to sew or knit classes,
 - Macramé classes

NOTE: Theme parks, attraction tickets or destination passes are **not** considered eligible.

CUPE Committees Role

The Committee provides opportunities for Professional Development of CUPE members in alignment with the College's strategic directions by:

1. Facilitating timely communications regarding allocation, criteria and eligibility.
2. Supporting development of all members and fair access to learning opportunities.
3. Identifying and limiting barriers to development.
4. Promoting open communication about CUPE Professional Development.
5. Establishing a process to create Professional & Personal Development Plans.
6. Evaluating fund usage and recommending changes as required.
7. Making recommendations to the Director of Human Resources (or designate) with regard to funding allocation.
8. Conducting needs assessment by seeking input from and reporting back to the constituent group.
9. Providing an Annual Report to the CUPE Executive Committee and to Service Council.
10. The committee may vote to use CUPE PD funds to create, host or facilitate group PD events that will benefit CUPE members.

The current CUPE Professional Development Committee includes:

Krista Leroux, June Traptow, Melana Matthie, Emily Kroetsch, Kristin Edgar - Chair (HR) and Administrative Support (HR).

Application Process

1. Review the RDC [Travel and Related Expenses Policy](#)
2. All CUPE members must use due diligence to find the most cost effective means to participate in and travel to their PD activities. (i.e.: inquire about conference rates at hotels, research flight costs prior to contacting [Direct Travel](#), travel together when possible, etc.)
3. CUPE members apply for Professional Development using the RDC Travel and Professional Development Fund Application found on the Financial Services tab of TheLoop
 - If the Professional Development activity is required in order to carry out the position's responsibilities, applicants should check with their supervisor and access any funds within their regular line budgets.
4. CUPE members apply for Personal Development using the CUPE Personal Development Form available on the Forms index. Pre-approval for Personal Development funds is not required; however it is best to contact Human Resources to ensure that funds are available prior to purchase/payment.
5. All Professional Development requests must be approved and signed by the employee's Supervisor prior to submission.
6. The applicant submits the PD application to Human Resources in room 2204 or to humanresources@rdc.ab.ca.
7. Human Resources reviews for compliance with eligibility criteria and limits.
8. Decisions are communicated by the Human Resources to the applicant and the applicant's supervisor via email.
9. All CUPE Professional Development activities **must be** approved before participation in the event.

CUPE PD Committee Decision Making Criteria

1. Applications with activity dates occurring within the next 120 days will be reviewed by the CUPE PD Committee, or designate, in order of date received by Human Resources.
 - When a member is a confirmed speaker/presenter at the activity or a discounted early-registration deadline precedes the 120 day timeline (as indicated on the application) the CUPE PD Committee will review the application outside the 120 day timeline.
2. Approval of individual requests depends on the balance of funds available at the time of request.
3. Funding is allowed according to defined eligibility criteria.
4. Each case is considered on the merit of the individual's request and in line with priorities established for training and development activities and approval limits as set by the Committee.
5. Applications that include multi-year activities (i.e.: completion of a certificate, diploma, or degree) will only receive funding for current fiscal year activities. Future fiscal year activities will need to be resubmitted at the appropriate time.
6. A CUPE member of the PD Committee may submit an application for funds. When reviewing such application, or an application with a conflict of interest, the member will excuse themselves from the application review and decision.
7. The PD Committee, wherever possible, will work towards consensus and if a vote is required, a quorum of the PD Committee shall consist of at least 3 voting members.
8. In keeping with the philosophy that each individual carries partial responsibility for their professional development, the CUPE Professional Development Committee exercises discretion on the levels of assistance recommended, particularly if the training has a low priority.
9. The PD activity must be professionally delivered by a credible source.
10. The PD activity must tie into the employee's Goal & Development plan.

Appeal Process

Should a CUPE member disagree with the rejection of their application, they may appeal to the CUPE Professional Development Committee within 14 calendar days of being notified of the rejection of their Professional Development application. The CUPE Professional Development Committee meets with the applicant, hears their presentation and makes a final decision. In the event that the Committee is split in its decision, the Director of Human Resources (or designate) will provide the final decision.

Reimbursement

1. The applicant submits a Travel and Business Expense Claim form, with original receipts, to HumanResources@rdc.ab.ca within 30 days of the activity date, for reimbursement of approved expenses. If the claim form is not received within 30 days, expenses may not be reimbursed.
2. View the [Travel and Related Expenses procedure 1](#) [Travel and Related Expenses Procedure 2](#)
3. Use the **Travel and Business Expense Claim form** that can be found on the Forms Index.
4. All expenses must comply with the Travel and Related Expense Policy.
5. If a CUPE member resigns, or is terminated from the College prior to the date of their Professional Development activity, or withdraws from the Professional Development activity altogether, they must notify Human Resources and cancel their attendance. Previously approved funds, less any cancellation fees, are returned to the fund.
6. Where a position is re-determined and transferred from another bargaining unit, the Chair of the AUPE Professional Development Committee, the members of the CUPE Professional Development Committee and a Human Resources representative meet to discuss the reconciliation of approved funding.