



Health Development and Training Fund



Guidelines for Application – Employee

Fiscal Year April 1 to March 31

Background

The Union of Public Sector Employees (UPSE) Health Development and Training Fund is available as part of the Collective Agreement signed October 6, 2003, between the Regional Health Authorities and UPSE. The fund is available to Permanent and Temporary members of UPSE covered by that agreement. In the Collective Agreement (Article 46.05), provisions were made for the establishment of a Joint Committee (i.e., UPSE Health Development and Training Fund Committee) to oversee the allocation and administration of the monies. This committee consists of two representatives of UPSE and two representatives of the Employer. The day to day administration of the fund are handled by UPSE Staff member Cathy MacKinnon.

Application Routing

Applications are to be sent to:

UPSE Health Development and Training Fund
4 Enman Crescent, Charlottetown, PE C1E 1E6

Phone: (902) 892-5335 Fax: (902) 569-8186 E-mail: cmackinnon@peiupse.ca

The guidelines are established by the committee, reviewed annually and, **if necessary**, amended to reflect the fund's experience during the previous year.

Letter of Approval

Each applicant who is approved for funding receives a letter confirming approval and stating the specific amount(s) of funding provided. A cheque is issued and forwarded directly to the applicant or employer for all **approved** costs (excludes salary replacement).

When salary replacement costs have been approved, the Employer pays the employee for the number of hours stated in the letter of approval and bills the UPSE Health Development and Training Fund in accordance with the billing procedure.

(August 2009)

Guidelines for the fiscal year April 1 to March 31:

- 1) Applicants must be dues paying members of UPSE as per Articles 3.05, 3.09, 3.10, and 3.19.
- 2) Applications shall be submitted no earlier than 60 days prior to commencement of the course/workshop. Applications will be reviewed on an ongoing basis.
- 3) Each application will be reviewed and applications will be processed throughout the fiscal year or until the fund allocation for the year has been depleted. If funds are depleted before end of the fiscal year, all members will be notified. In this situation, only new fiscal year applications will be accepted/considered.

Applicants may be approved for workshop/seminar/course costs to a maximum of \$1500 per fiscal year (this amount includes replacement salary costs up to 15 hours and monies received in group applications).

Salary replacement costs – Maximum 15 hours per fiscal year. Direct salary replacement for all UPSE members who are scheduled to work (permanent, probationary and temporary) and replacement is required. Applicants must complete appropriate leave form stating replacement costs to be billed to UPSE Health Development and Training Fund.

- 4) All receipts from previous funding must be submitted before approval for new funding.
- 5) Completion of Application Form
 - i) all pertinent information must be included (verification required)
 - ii) proof of registration fee must be submitted
- 6) **Expenses:**
Only registration/tuition costs and salary replacement costs will be considered (as per Section #3).
- 7) **Re-application:**
Once an application has been approved, additions or changes to the application shall not be considered. A new application is required.

Note: Individuals are responsible for keeping a record of the funding they receive throughout the fiscal year.

(August 2009)