



CUPE PRO-D APPLICATION

Reference: Article 24.05, CUPE Collective Agreement

PLEASE NOTE

- Approval from the Human Resources Department MUST be obtained prior to taking the course.
- Please complete the application form in full and submit to Shannon Davies at the School Board Office.
- Once your application has been approved you will receive confirmation and information on the claim process.

PLEASE NOTE: Reimbursement for up to 75% of course tuition (to a maximum of \$350 per course) is subject to receipt of original proof of payment and proof of course completion.

STEP 1 Employee Information

First name:	Last name:	
Mailing Address:		
Work Location:	Job No.: _____	
Position:	Classification: (please check one)	
	<input type="checkbox"/> Continuing <input type="checkbox"/> Temporary Posted	<input type="checkbox"/> Bus Driver <input type="checkbox"/> Clerical <input type="checkbox"/> Custodial
<input type="checkbox"/> Maintenance/Grounds <input type="checkbox"/> School Support Worker		

STEP 2 Course Information (please complete one form per course)

Title of Course:	
Course Location:	Course Date:
Brief description of how course relates to current job classification:	
Total Tuition Fee:	

STEP 3 Supervisor Approval

Expenditure of funds approved for this application:	
<input type="checkbox"/> Yes _____ <input type="checkbox"/> No _____	Signature of Principal, Vice-Principal/Supervisor/ Designate

STEP 4 Forward Application Form to Human Resources for Approval

FOR BOARD OFFICE USE ONLY Total tuition fee: _____ 75% of tuition fee _____ (Max of \$350) <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Reason: _____ _____ _____ Signature of Manager of HR and Health & Safety	DATE STAMP & INITIAL _____ Date
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STEP 5 Employee Notification of Approval/Non-Approval

A copy of this form will be sent to you as notification of approval or non-approval of your application. Please keep the copy until you have completed the course (see Step 6).

STEP 6 Submit Proof of Payment & Successful Completion to Shannon Davies, School Board Office

Please ensure you have enclosed ALL of the following:

- Your copy of the approved application which was sent to you; **and**
- Original Receipt for your payment of course tuition; **and**
- Original Certificate of Completion; OR, if none was given, Original Confirmation of Attendance.

PLEASE NOTE: We require original documents. Original Certificates of Completion will be returned.

STEP 7 Payment through Accounts Payable – please note the reimbursement will be credited to your bank account on the next Friday after final processing. Reimbursement will be separate from regular pay deposits.

FOR BOARD OFFICE USE ONLY

DATE STAMP & INITIAL

Employee Name: _____

- Required documentation attached
- Entered on spreadsheet
- to Accounts Payable on _____

Net to **GL 00-000-833-000-000** Total: _____ * GST: _____

- Original to: Accounts Payable
 Copies to: Personnel File
 ProD File

QUESTIONS REGARDING THIS FORM OR PROCESS?

Please contact Shannon Davies at 250-652-7330
or sdavies@sd63.bc.ca