
CUPE Professional Development Allowance Guidelines Policy

Department Policy Number

200 006

Effective Date

February 1, 2004
Revised July 1, 2006

Purpose

This policy outlines the criteria and process for accessing the Professional Development Allowance for CUPE indefinite term employees.

Definitions

Agreement Collective Agreement between the Governors of Athabasca University (the Board) and Canadian Union of Public Employees, Local 3911 (CUPE).

Articles Referenced from the Collective Agreement.

Policy

The following steps and procedures will normally be observed in accessing the annual professional development allowance.

Regulation

Procedure

1.0 General

- 1.1 CUPE members, subject to eligibility, receive an annual professional development allowance of \$250.00 in accordance with Article 28.04. The professional development allowance can be accumulated for a period of three years. The maximum unspent balance in an individual account cannot exceed \$750.00. If the individual allowance account reaches the maximum, no additional funding will be processed until the beginning of the next funding year in which the account's unspent balance is less than \$750.00.



- 1.2 Learning Services - Tutorial establishes a professional development account for each eligible employee and maintains a running balance of the account's activity.

2.0 Eligibility

- 2.1 Indefinite term employees are eligible for a professional development allowance.
- 2.2 Persons who are on leave of absence, greater than two (2) consecutive months, the allowance will be prorated to take into account the absence.
- 2.3 Where eligibility exists for a portion of the agreement year (e.g. commencement mid-year), the allowance will be prorated.

3.0 Expenditures

- 3.1 Eligible expenditures must relate to the individual's tutoring duties and responsibilities.
 - a. Books, manuscripts or professional journals and subscriptions.
 - b. Membership dues in professional associations or learned societies, library fees.
 - c. Conference registration fees and related expenses.
 - d. Course registration fees and related expenses for formal courses or programs of study provided by educational institutions.
 - e. Equipment (e.g. ergonomic chair, corner computer workstations, telephones, modems, internal or external to PC, computer hardware, fax machines if used for tutoring).

3.2 Pre-Approval

- 3.2.1 If an employee has an anticipated expenditure that does not fall within the categories outlined in 3.1, the individual must obtain prior approval in writing from Learning Services - Tutorial to ensure that the item is eligible for reimbursement under the allowance.
- 3.2.2 If the employee wishes to appeal the decision made under 3.2.1, they must submit their request, in writing, to their Centre Chair with a copy to Learning Services - Tutorial.
- 3.2.3 The decision of the Centre Chair is final.



4.0 Claim Processing

- 4.1 The employee must initially pay for the material or service and will be reimbursed upon proof of payment.
- 4.2 All claims must be made on the Athabasca University Expense Claim Form, supported by original receipts or a copy of the original receipt if the original is required for warranty purposes.
- 4.3 Claims are to be forwarded to Learning Services - Tutorial for approval, verifying funds are available and ensuring the claim meets all policy requirements.
- 4.4 Only purchases made within the allowance year (July 1st - June 30th) are eligible for reimbursement and Learning Services – Tutorial, must receive claims against the allowance no later than September 30th following the funding year.
- 4.5 Late submission of allowance claims will not be accepted.
- 4.6 Learning Services - Tutorial forwards approved claims to Human Resources, Payroll, for processing payment to the employee.

Approved By

President, March 1, 2004

Amended Date/Motion No.

July 1, 2006

Related References, Policies and Procedures

Applicable Legislation/Regulation

[The Governors of Athabasca University \(the Board\)/CUPE Collective Agreement](#)

Responsible Position/Department

This policy is maintained and administered by Learning Services - Tutorial. For further information, please contact the Manager, Learning Services - Tutorial.

Keywords