



SUBSIDY OF INDIVIDUAL COURSES

CUPE LOCAL 1328

Office, Clerical and Technical Employees

Applications are now being received for pre-approval for reimbursement purposes of courses to be taken from **July 2010 to June 2011**. There will be no other opportunity for pre-approval of courses taken during that period.

The Board will pay the cost of *pre-approved job related courses*. Any funds granted to an employee for such purpose shall be in accordance with the following:

CRITERIA FOR ACCEPTANCE

- An applicant shall have a minimum of 2 (two) years experience with the Board;
- Selection shall be made by a committee comprised of equal number of employees and the Board's administrative officials but not more than three (3) of each;
- The applicant must forward supporting documentation, and complete the **Course Reimbursement Application Form**;
- If the funds available are insufficient, the committee may apportion the available funds among the applicants.

Applications are to be submitted in writing to **Diane Earle, Officer, Human Resources Department no later than June 1, 2010**. Applications should include information about the enrolled program including, course(s), title, location, date course(s) begins, individual course fee, and the relevance to the applicant's current position.