



## SUBSIDY OF INDIVIDUAL COURSES

### NON-UNION BOARD EMPLOYEES

Applications are now being accepted 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 may pay the cost of *pre-approved job related courses* for non-union employees, subject to budget availability.

**PLEASE NOTE:**      *Non-union supervisor level and up are not entitled to reimbursement through the course subsidy process.*

#### CRITERIA FOR ACCEPTANCE

- An applicant must have a minimum of 5 (five) years of experience with the Board;
- Selection shall be made by a committee comprised of equal numbers 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, to meet all requests, the committee may apportion the available funds among the applicants.

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