



SUBSIDY OF INDIVIDUAL COURSES

CUPE LOCAL 1280

Custodial and Maintenance Staff

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 during this period.

Subject to the availability of funds, the Board, in each school year, shall pay the cost of tuition and books of ***pre-approved job related courses*** for employees covered under the Collective Agreement between the Board and CUPE Local 1280.

CRITERIA FOR ACCEPTANCE

- An applicant must have a minimum of 3 (three) years of experience with the Board in order to be eligible;
- 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, 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.