

## TFEU STAFF TRAINING FUND 2011-12 Request Form

(Please fill out one form per person/per request)

**Date submitted:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Local:** \_\_\_\_\_

**Funds requested for:** \_\_\_\_\_

**Start date of course (if applicable):** \_\_\_\_\_

**Organization/Location:** \_\_\_\_\_

**Total cost (incl. tax):** \$ \_\_\_\_\_

**Supervisor's approval (signature) for work time off:** \_\_\_\_\_

ف Where applicable, I have exhausted the possibility of accessing management training funds for courses directly related to my present job at the BCTF.

ف I have paid the registration fee and would like to be reimbursed. **A registration form or appropriate documentation and original receipt are attached. (All receipts must identify name of vendor and specify \$ amount requested) (see Staff Training Guidelines for details #3)**

ف I would like TFEU to pay the registration fee directly. **A course outline and/or registration form are attached.** Please mail to:

\_\_\_\_\_  
\_\_\_\_\_

***For Staff Training Committee use.***

Date request received: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\$  Total amount requested 1) \_\_\_\_\_

\$  **TOTAL APPROVED** (2) \_\_\_\_\_

(3) \_\_\_\_\_

Denied: \_\_\_\_\_ (date member was informed) ف Member appealed to TFEU EC: \_\_\_\_\_ (date submitted)

EC Appeal decision: \_\_\_\_\_ Date member notified: \_\_\_\_\_

**TFEU STAFF TRAINING FUND GUIDELINES**  
**JULY 1, 2011–JUNE 30, 2012**

1. Staff training funds are available to **ALL TFEU EMPLOYEES** as per article 48 of the collective agreement:  
*48.2 The fund shall be used to further the education, training and development of Employees through conferences/seminars/workshop attendance, team building exercises, group training, and other activities related to personal growth, wellness and professional growth.*
2. The individual allotment is estimated and set annually by the Staff Training Fund Committee based on past usage and the number of eligible employees. The amount for the 2011-12 budget year is **\$500** per employee on a first-come, first-served basis until the fund is depleted. The fund balance will be reviewed in mid May and, if it appears that there will be sufficient funds remaining as of June 1, 2012 additional funds may be released. Details will be provided . Please note the **absolute deadline for submitting all requests is JUNE 15, 2012**
3. Approved fund requests are applied in the budget year in which the course, membership, etc. is used. For example, a gym/community centre annual fee effective January 1–December 31 would result in a pro-rated allotment of six months' fees in the current budget year and the member would resubmit for the remaining six months after July 1 and that amount would be applied to the new budget year's allotment. No prepayment on monthly debits until proof of pymnt has been provided. Individual unused allotments cannot be carried over into the next budget year(s). **Original receipt and proper documentation are required and must include the name of vendor, member, date(s) of event, total cost of event, and amount paid. Generic receipts are not acceptable unless accompanied by appropriate documentation.**
4. Courses may be taken during work time. Anyone requiring work time to take a course must have prior approval from their supervisor/director.( Per Article 48.5)
5. Travel costs (airfare,cab,hotel) for an out-of-town course/conference can be applied up to the \$500 allotment.
6. Drop-in tickets (gyms, swimming, etc.) must be accompanied with documentation confirming date(s) used and confirmation that the employee is the user of the tickets (picture ID or document from centre issuing tickets).
7. The following are examples of, but not limited to, items NOT covered by the fund:
  - medical services (treatments) ie( Lab tests, vitamin shots) / procedures ie (botox) / equipment ie ( computer hardware, sports) (Most medical services are covered under BCTF Plans MSP, EHB & EFAP)
  - hair salon, manicure, pedicures, tanning, and other cosmetic services, Spa Treatments
  - purchase or rental of equipment other than texts , software unless required for specific course
  - No per diems for meals, no mileage.
8. Management Training Funds—Courses, membership fees, conferences that directly relate to your BCTF job should be requested through management training funds first.
9. Return of Funds—If you receive a refund due to course/event cancellation, please return to the STF Committee.
10. To apply for funds, complete a Staff Training Fund Request form available from any member of the STF Committee (Jeannine Albert, Jacqueline Gagnon, Cheryl Lal, Kathy Powell, Gloria Saggo ).
11. **The fund will pay for approved requests in one of two ways:**
  - a) **member pays the registration fee personally then submits original receipt/registration form/course outline/etc. for reimbursement from the fund. (this option is necessary when timelines are short.)**
  - b) **member submits course outline and registration form to member of STF Committee and the fund will pay the registration fee directly on members' behalf. (this option requires two weeks' notice)****NOTE: pre-payment option only available in Canadian funds.**
12. If your request for funds is denied, you may appeal the STF Committee decision to the TFEU Executive Committee within 10 working days of receipt of the denial.
13. The Staff Training Fund Guidelines are reviewed annually.