



THE CALGARY BOARD OF EDUCATION STAFF ASSOCIATION – **242-7555 EXT.3**

**STAFF DEVELOPMENT – SUPPORT STAFF  
GROUP - GUIDELINES**

**PURPOSE:**

The primary function of this fund will be to assist **groups**, consisting of permanent CBE EMPLOYEES in pursuing job related activities, courses, conferences, seminars, workshops and in-services.

**ADMINISTRATION:**

The designated Staff Association Director or his/her delegated authority will administer the Group Staff Development Fund.

All Permanent Staff Association members may access funds directly through the delegated authority.

**NO VERBAL AUTHORIZATION WILL BE GIVEN.**

**APPLICATION:**

- 1) All applications must be made by a **contact** person for the group concerned.
- 2) Applications must be accompanied by information regarding the in-service.
- 3) Applications must include the approval of the Principal if taken during working hours.
- 4) On-line applications must be submitted **at least two weeks** prior to activity. Any applications received after the in-service has taken place will not be considered.
- 5) Approved applicants will be notified via email within 5 business days.
- 6) Group sessions may be accessed once per year per location.
- 7) **ALL EXPENSE RECEIPTS TO SUPPORT AMOUNT CLAIMED MUST BE ENTERED ON-LINE, OTHERWISE CLAIMS WILL NOT BE PAID.** Reimbursement will not be made after **30** days from completion date.

## **PARTICIPATION:**

**INTENT:        THERE IS NO GUARANTEE THAT APPROVAL FOR FUNDS WILL BE MADE. APPROVAL WILL DEPEND ON THE NUMBER OF PREVIOUSLY APPROVED APPLICATIONS AND AVAILABILITY OF FUNDS.**

**The following considerations will assist the delegated authority in selecting candidates.**

Compliance with application procedures.  
Relevance of activity to C.B.E. Staff Association positions

## **ALLOCATION OF FUNDS:**

**FUNDING MAY INCLUDE A PERCENTAGE (%) COST OF THE FOLLOWING:**

**Out of Town Speaker:    Speaker instruction fee, Airfare and Accommodation costs.  
In Town Speaker:        Speaker instruction fee.**

- 1)     This fund will have a maximum, claimable reimbursement of \$3,000.00 per application.
- 2)     **IF ONLY ONE WORKSITE PARTICIPATES AND** if support staff exceeds 50% of participants, fund will pay 2/3 of costs, maximum of \$3,000.00
- 3)     **IF ONLY ONE WORKSITE PARTICIPATES AND** if support staff is LESS than 50% of worksite staff and all worksite staff are involved in the activity then the fund will **PAY THE APPROPRIATE PERCENTAGE** to a maximum of \$3,000.00
- 4)     **IF MORE THAN ONE WORKSITE PARTICIPATES AND BOTH SUPPORT AND NON-SUPPORT STAFF ARE INVOLVED THIS FUND WILL PAY FOR SUPPORT STAFF ONLY AND THE APPROPRIATE PERCENTAGE FOR THE SPEAKER.**
- 5)     If only support staff are involved all claimable costs will be reimbursed to a maximum of \$3,000.00.
- 6)     A minimum of 5 or more support staff will constitute a **GROUP**. It is suggested that at worksite where there are less than 5 support staff, a combination activity with other worksites be considered.

**Final approval for activity at the discretion of the designated Staff Association Director of the Fund.**

## **INTERPRETATION OF GUIDELINES**

Members wishing an interpretation of the above guidelines should contact the **Staff Development Office: 242-7555 ext.3**. These guidelines will be reviewed annually or as required by Staff Association Staff Development Committee.