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## CUPE Professional Development Allowance Guidelines Policy

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### Department Policy Number

200 006

### Effective Date

February 1, 2004  
Revised July 1, 2006

### Purpose

This policy outlines the criteria and process for accessing the Professional Development Allowance for CUPE indefinite term employees.

### Definitions

**Agreement** Collective Agreement between Athabasca University Governing Council (AUGC) and Canadian Union of Public Employees, Local 3911 (CUPE).

**Articles** Referenced from the Collective Agreement.

### Policy

The following steps and procedures will normally be observed in accessing the annual professional development allowance.

### Regulation

### Procedure

#### 1.0 General

- 1.1 CUPE members, subject to eligibility, receive an annual professional development allowance of \$250.00 in accordance with Article 28.04. The professional development allowance can be accumulated for a period of three years. The maximum unspent balance in an individual account cannot exceed \$750.00. If the individual allowance account reaches the maximum, no additional funding will be processed until the beginning of the next funding year in which the account's unspent balance is less than \$750.00.



- 1.2 Learning Services - Tutorial establishes a professional development account for each eligible employee and maintains a running balance of the account's activity.

## 2.0 Eligibility

- 2.1 Indefinite term employees are eligible for a professional development allowance.
- 2.2 Persons who are on leave of absence, greater than two (2) consecutive months, the allowance will be prorated to take into account the absence.
- 2.3 Where eligibility exists for a portion of the agreement year (e.g. commencement mid-year), the allowance will be prorated.

## 3.0 Expenditures

- 3.1 Eligible expenditures must relate to the individual's tutoring duties and responsibilities.
  - a. Books, manuscripts or professional journals and subscriptions.
  - b. Membership dues in professional associations or learned societies, library fees.
  - c. Conference registration fees and related expenses.
  - d. Course registration fees and related expenses for formal courses or programs of study provided by educational institutions.
  - e. Equipment (e.g. ergonomic chair, corner computer workstations, telephones, modems, internal or external to PC, computer hardware, fax machines if used for tutoring).

## 3.2 Pre-Approval

- 3.2.1 If an employee has an anticipated expenditure that does not fall within the categories outlined in 3.1, the individual must obtain prior approval in writing from Learning Services - Tutorial to ensure that the item is eligible for reimbursement under the allowance.
- 3.2.2 If the employee wishes to appeal the decision made under 3.2.1, they must submit their request, in writing, to their Centre Chair with a copy to Learning Services - Tutorial.
- 3.2.3 The decision of the Centre Chair is final.



## 4.0 Claim Processing

- 4.1 The employee must initially pay for the material or service and will be reimbursed upon proof of payment.
- 4.2 All claims must be made on the Athabasca University Expense Claim Form, supported by original receipts or a copy of the original receipt if the original is required for warranty purposes.
- 4.3 Claims are to be forwarded to Learning Services - Tutorial for approval, verifying funds are available and ensuring the claim meets all policy requirements.
- 4.4 Only purchases made within the allowance year (July 1st - June 30th) are eligible for reimbursement and Learning Services – Tutorial, must receive claims against the allowance no later than September 30th following the funding year.
- 4.5 Late submission of allowance claims will not be accepted.
- 4.6 Learning Services - Tutorial forwards approved claims to Human Resources, Payroll, for processing payment to the employee.

### **Approved By**

President, March 1, 2004

### **Amended Date/Motion No.**

July 1, 2006

### **Related References, Policies and Procedures**

### **Applicable Legislation/Regulation**

[AUGC/CUPE Collective Agreement](#)

### **Responsible Position/Department**

This policy is maintained and administered by Learning Services - Tutorial. For further information, please contact the Manager, Learning Services - Tutorial.

### **Keywords**