



# UPSE Health Development and Training Application Guidelines



(updated April 1, 2022)

The UPSE Health Development and Training fund is available to PEI Union of Public Sector Employees (PEI UPSE) members who are employed with Health PEI and are covered under the Health PEI Collective Agreement. The purpose is to provide employees with the opportunity to improve skills to better perform current job responsibilities and for future job opportunities. The learning opportunity must support the growth of knowledge and skills beneficial to the employee and the Employer and to the broader public sector.

The UPSE Health Development and Training Committee consists of PEI UPSE representatives and a Health PEI (Employer) representative. The administration of the fund is handled by an UPSE staff member. Submitted applications for funding are processed on an on-going basis using guidelines established by the committee which are reviewed annually. The committee reserves the right to withhold new funding until the applicant has satisfied all responsibilities associated with previously funded learning opportunities. **All learning opportunities must be employee initiated. Department mandated development and training is not eligible for funding.**

## Eligibility

### *Classified Permanent and Temporary Employees:*

- Classified permanent and temporary employees who are in good standing (dues paying members) with the PEI UPSE bargaining unit and employed with Health PEI.
- Salary Replacement Costs – Direct salary replacement for permanent and temporary employees who are scheduled to work on the date of the course/conference/training and replacement is required, the applicant is eligible for a maximum of twenty-two and half (22.5) hours per fiscal year.
- The fund will provide a maximum of \$2000 per employee/per fiscal year (including the maximum of 22.5 hours salary replacement).

### *Casual Employees*

- Casual employees who are in good standing (dues paying members) with the PEI UPSE bargaining unit and employed with Health PEI.
- Must have worked a minimum 1000 hours in the previous fiscal year and have paid union dues within the three months preceding the application. The Employer will provide PEI UPSE with a list of eligible casuals at the start of each fiscal year (April 1<sup>st</sup>) and this list will determine eligibility for the year.
- Casual employees who are successful in a competition for a permanent or temporary position during the current fiscal year will have their eligibility for funding as a permanent or temporary employee deducted by the total amount of any funding received during the current fiscal year as an eligible casual employee. No employee can be entitled to more than \$2000 in total funding during the current fiscal year.

- Not eligible for salary replacement.
- The fund will provide a maximum of \$800 per employee/per fiscal year.

## Eligible for Reimbursement from Fund

- Registration fee for conference/workshop/seminar, tuition fee (post-secondary accredited institutions), and/or short course(s) offered by organizations outside of the Employer, may be eligible for reimbursement through the fund.

## Not eligible for Reimbursement from Fund

- Professional dues, membership fees, student fees, exam fees without a delivered learning component, course materials and books (manual/online), meals and accommodations, travel and salary. Mandated training by the Employer is not eligible for funding.

## Salary Replacement Costs

- Direct salary replacement is available for those applicants who are scheduled to work (permanent, probationary and temporary) on the date(s) of the course/conference/training and replacement is required. Applicants must receive Manager's approval for replacement prior to submitting the application for funding. Completed leave form stating replacement costs will be billed to UPSE Health Development and Training Fund from Health PEI. Maximum 22.5 hours per fiscal year.

## Letter of Approval

- Applicants will receive written approval stating the specific amount of funding provided. A cheque is issued for the direct cost of course/conference/training and mailed out to the applicant.
  - When salary replacement costs have been approved, the Employer pays the employee for the number of hours stated in the Letter of Approval and invoices the UPSE Health Development and Training Fund in accordance with the billing procedure.
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## Criteria for the submission of Application

1. Applicants must be dues paying members of UPSE as per Articles 3.06, 3.10, 3.11, and 3.20 of the Collective Agreement.
2. Priority will be given to first time applicants who have not yet received funding in the current fiscal year. Each learning opportunity is eligible for funding one time only. A separate application must be submitted for each learning opportunity.
3. Applications shall be submitted no earlier than 60 days prior to commencement of the learning opportunity and no later than 60 days following the commencement of the learning opportunity within the current fiscal year. Applications may be submitted earlier than 60 days prior to the start date of the learning opportunity only if an early bird

registration is offered. The start date of the learning opportunity must fall within the current fiscal year (April 1 – March 31).

4. Each application will be reviewed on an on-going basis and applications will be processed throughout the fiscal year or until the funds allocated for the year have been depleted.
  5. All receipts from previous funding must be submitted before new funding can be approved.
  6. Applications must be completed in full and be accompanied by documentation of registration costs, start date and course description. An incomplete application may delay approval for funding.
  7. Once an application has been approved, additions or changes to the application shall not be considered. A new application is required.
  8. Receipt of payment must be submitted with 14 days from the start of the learning opportunity.
  9. Applicants must notify the Fund Administrator immediately if withdrawing an application or the course/conference/training is cancelled. If funding was received, it must be repaid to the Fund immediately.
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## How to Apply

Applications are found on the PEI UPSE website [www.peiupse.ca](http://www.peiupse.ca) under “Development & Training” section where you may complete or print current application form.

Completed applications may be emailed to Bryan Burt, Fund Administrator at [bsburt@peiupse.ca](mailto:bsburt@peiupse.ca), faxed to (902)569-8186 or sent through inter-office mail or via Canada Post to:

PEI UPSE Health Development and Training Fund  
4 Enman Crescent  
Charlottetown, PE C1E1E6  
Phone (902) 892-5335  
Toll-Free 1-800-897-8773