



# UPSE Health Development and Training Application Guidelines



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. It is to provide employees with monies to improve required skills to better perform current job responsibilities and for future job opportunities.

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 reviewed on a bi-weekly basis and the guidelines are established by the committee and are reviewed annually. The committee reserves the rights to withhold new funding until the applicant has satisfied all responsibilities associated with previously funded learning opportunities.

## 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 fifteen (15) hours per fiscal year.
- The fund will provide a maximum of \$1,500 per employee/per fiscal year (including the maximum of 15 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 of 1,500 hours in the previous fiscal year. 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 of 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 \$1500 in total funding during the current fiscal year.
- Not eligible for salary replacement.
- The fund will provide a maximum of \$500 per employee/per fiscal year.

## Eligible for Reimbursement from Fund

- Conference/workshop/seminar registration fee(s), tuition fee from post-secondary accredited institutions, exams with a delivered learning component 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 15 hours per fiscal year.

## Letter of Approval

- Receives approval stating the specific amount(s) 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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## Guidelines for the submission of Application

1. Applicants must be dues paying members of UPSE as per Articles 3.05, 3.09, 3.10, and 3.19.
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 in excess of 60 days prior to the commencement of the learning opportunity only if an early bird registration is offered.
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. Start date of course/conference/training must fall with the current fiscal year (April 1<sup>st</sup> to March 31<sup>st</sup>).

5. All receipts from previous funding must be submitted before approval for new funding.
6. Proof of registration costs and course description must be submitted along with the completed application form.
7. Once an application has been approved, additions or changes to the application shall not be considered. A new application is required.
8. 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.

**Note: Individuals are responsible for keeping a record of the funding they receive throughout the fiscal year.**

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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 and you are required to print off the application.

Completed applications may be emailed to Melissa Bruce, Fund Administrator at [mbruce@peiupse.ca](mailto:mbruce@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