

EDUCATIONAL UPGRADING SUPPORT FOR SUPPORT STAFF

Background

The Division believes that it is important to support all staff in pursuing additional education that will enhance their ability to fulfill their current role.

Procedures

The Division will:

1. Provide assistance to partially cover expenses incurred by support staff for course work at a post-secondary level.
 - 1.1 There must be prior approval from the Supervisor and the Superintendent (Form 415-1 / 420-1).
 - 1.2 The Board will reimburse receipted expenses according to the following conditions:
 - 1.2.1 Support staff who are employed and actively working in the Division on September 1 may submit receipts for courses taken during the previous school year.
 - 1.2.2 Expenses will be reimbursed up to \$500 per course to a maximum of \$1,500 per year. Reimbursement will be done on a first-come, first-served basis up to the total amount allocated by the Board on a yearly basis. An approved application does not guarantee reimbursement as funds are limited.
 - 1.2.3 Assistance (if approved and if reimbursement application is received before the distribution of funds has been depleted) will be provided for a maximum of two consecutive years.
 - 1.2.4 If your employment is no longer active due to any reason, reimbursement will not continue.
2. Those interested in applying for support for receipted expenses are to apply to the Superintendent by submitting photocopies of receipts and courses completed with an application for reimbursement (Form 415-2 / 420-2).

Reference: Section 52, 222 Education Act

Forms:	Educational Upgrading Approval Application	(415-1 / 420-1)
	Educational Upgrading Support Reimbursement	(415-2 / 420-2)