

Frequently Asked Questions and Answers

1) What if I don't have the money to pay up front for the cost of travel?

- a. *You can get advances for travel by using the travel form (Don't forget to put in how much you need). Please submit supporting documentation providing a detailed list of all flights available. Do not book travel prior to receiving approval or you may end up out of pocket*

2) If I travel outside of Canada, who pays for my travel insurance?

- a. *Travel insurance is paid for by the College, the money for that comes out of your manager's budget, it is not considered part of your PD fund.*

3) What if I do not have enough money to pay up front for the course or activity?

- a. *You can have the institution you are taking the activity from, paid directly by the college or you may pay for the course and the college will reimburse you as soon as possible on the understanding that if you do not successfully complete the activity, you will need to reimburse the college*

4) How will I receive advances?

- a. *Any advances for travel will be forwarded to you by cheque.*

5) If a course is available at COTR and somewhere else, do I have to take the course at COTR?

- a. *Employees will be encouraged to take the course or do the activity at COTR. This allows the PD fund to be used for as many people as possible.*

6) Do I have to pay up front for a course at COTR?

- a. *No, please see answer to question (7)*

7) How do I register and pay for a course that is offered at COTR?

- a. *Once you have approval for funding for the course you are taking, HR will send you an email with ID pay method (instead of paying cash for it). You will go and register for your course and they will then forward the registration to HR for approval.*

8) What happens if I don't go to the course or if I fail the course?

- a. *If you don't go to the course or activity, or if you fail the course, you have to reimburse the PD fund.*

9) How would I reimburse the PD fund?

- a. *You would make arrangements to pay back the College directly or it would be deducted from your pay cheque. Please note that when you signed the Professional Development course it stated that you agreed to this.*

10) What happens if I am ill and cannot attend the activity or course?

- a. *You would be required to go through the process of providing medical proof to the institution that you were unable to attend the activity due to medical issues. Most Institutions have a policy that allows for refunds due to medical issues. Please inform the PD Committee immediately if this happens to you.*

11) What happens if I resign from the college before the course or activity ends?

- a. *You would be responsible for reimbursing the college for any monies that you have received. This will be deducted from your final paycheque.*

12) Do I have to make up the time that I am away from work for my activity or course

- a. *If you are at a conference that is related to your job, it is considered time worked, all other activities are to be made up in a manner that is acceptable to the College. This is to be discussed with your manager or supervisor when you get them to fill out their portion of the CUPE Professional Development Course/Activity Request form.*

13) Am I entitled to additional time (overtime, banked time etc.) if I have to travel to or from the course or activity on the weekend or at night?

- a. *No you are not entitled to the above, you will be traveling on your own time.*

14) How much funding is available?

- a. *There is a total of \$2100 available per person each fiscal year.*

15) Is there any other funding available?

- a. *If you have taken a course or activity in the current fiscal year that costs more than \$2100 there is an opportunity to apply for up to \$400 more. There is no guarantee that you will receive this money, it is subject to budget (if there are left over funds) and committee approval. The Committee will also consider using the additional funding for Educational Leaves.*

16) How would I go about applying for that money?

- a. *Human Resources will send out an email, to those people whose course or activity exceeded \$2100. You will be required to send an email to Human Resources; that would be considered your formal request. You would need to send an email to nkaufman@cotr.bc.ca requesting addition funding by mid-March.*

17) What is Educational leave?

- a. *Educational leave is a regular employee with at least (3) consecutive years' service who may be eligible for an educational leave without pay, not exceeding twenty-four (24) months as per the following condition:*
- *Educational leave is a fulltime program of at a post-secondary institute within Canada*
 - *A minimum of six (6) months approval by the appropriate Manager or Supervisor.*
 - *Only one (1) leave for educational purposes will be considered in any given year*
- The funding priority will be; Individual requests, group requests and then educational leaves*