**Information for Managers: Professional Development for CUPE 116 Employees**

<http://www.hr.ubc.ca/learning-engagement/leading-learning/pd-funding/cupe-116/>

**What is the  purpose of the CUPE 116 Professional & Skills Development Funding program?**

UBC is a place where the learning never stops. Managers at UBC partner with employees by engaging in career development conversations and by providing resources to support development efforts.

This funding program for staff in the CUPE 116 employment group is a new resource intended to support employee access to learning activities that will enhance their current job related knowledge, skills and performance as well as to pursue development activities that will be of future use to their career at the University.

**How does the application process work?**

This funding program works on a reimbursement basis and employee claims to the fund require manager approval.

In order to access the funding, employees will have to apply by completing the [CUPE 116 PD Expense Claim form](http://www.hr.ubc.ca/learning-engagement/files/PD-Funding-Application-Form-all.pdf)  and submitting it, along with signatures and all supporting documentation, to Human Resources for review and reimbursement. This  form may be filled out online or printed out and completed by hand. Application submission to Human Resources is by campus mail or in-person drop-off.

Before starting the process, employees should confirm that their learning activity falls within the scope of the  [Guidelines](http://www.hr.ubc.ca/learning-engagement/files/CUPE-116-PD-Fund-Guidelines-Nov-1-2015.pdf).(PDF).  Employees are able to double check their current eligibility status, available individual funding amount, and current PD Fund pool availability online through [Faculty & Staff Self Service](https://paprod.adm.ubc.ca:8443/psp/paprod/?cmd=login&languageCd=ENG) under the “Staff PD” tab. Employees may also contact one of our PD Fund Coordinators by email or phone if they have any questions about eligibility.

For detailed instructions, please refer to the CUPE 116 Professional & Skills Development Fund [webpage](http://www.hr.ubc.ca/learning-engagement/leading-learning/pd-funding/cupe-116/).

**What is your role as the manager in the approval process?**

We ask that all managers be familiar with the [**CUPE 116 PD Fund Guidelines**](http://www.hr.ubc.ca/learning-engagement/files/CUPE-116-PD-Fund-Guidelines-Nov-1-2015.pdf)  and confirm that an employee’s chosen learning activity falls within the funding scope. By signing off on the PD claim form you are agreeing that the activity falls within the program guidelines.

The CUPE 116 PD Fund does not cover job required professional memberships or training expenses. Please do not approve these expenses for PD Funding support. These required expenses continue to be covered by department/unit budgets.   Please refer to CUPE 116 PD  [guideline](http://www.hr.ubc.ca/learning-engagement/files/CUPE-116-PD-Fund-Guidelines-Nov-1-2015.pdf) 4.4.

As your employees begin to take advantage of this new funding program, they may need your assistance to understand and navigate operational scheduling considerations, requests for time-off, and financial administrative support procedures within your unit.

In most cases, your employees should pay upfront for their chosen activities using personal funds and request direct reimbursement from this funding program; however, the program does accommodate reimbursements to departments. Your employees may need guidance to know under what circumstances they could request an initial upfront payment using a department credit card or other UBC method of payment.

Please note that funding for this program comes from a centrally budgeted source and any applications your staff make to the fund will not be charged back to your unit/department.

**How can you prepare in your unit?**

Managers are encouraged to establish department/unit specific procedures. This will assist staff with the steps they need to take within your unit.

Here are some questions to consider:

* Who do staff talk to about their professional development goals and chosen activity?
* What scheduling policies or procedures need to be in place when your staff would like to attend a PD activity that occurs during regular work hours time?
* Do your staff need to schedule time to discuss a funding request with you or will it be an informal process in your unit?
* How to submit a PD expense claim form for your signature?
* Under what circumstances would an upfront payment by the department/unit be appropriate?
* How to use campus mail to send a completed claim form to UBC Human Resources?
* Who to contact in Human Resources for assistance regarding PD funding?

**How can you promote this new opportunity for your CUPE 116 employees?**

As this is a new program we ask that you promote and make your staff aware of this learning opportunity. You can do this by:

* Displaying the [CUPE 116 PD Fund poster](http://www.hr.ubc.ca/learning-engagement/files/116-Poster-Final.pdf) within high traffic areas in your department.
* Discussing this new funding program at staff/shift meetings.
* Talking with your CUPE 116 staff about their career related goals and ideas for professional and skill development  activities.
* Providing your staff with easy access to printed hard copies of the program guidelines and claim form in situations where computers access in the workplace is not available.

To assist with the initial promotion of this new funding program at UBC, Human Resources  will be emailing CUPE 116 employees directly to raise awareness. We will send out this email and begin accepting applications as of  **Dec. 1, 2015.**

**How can UBC HR assist you?**

If you have any questions about your role in the process, the program guidelines or would like to schedule an in-person information session/meeting, please contact Susanna Mulligan, PD Fund Programs Manager at [susanna.mulligan@ubc.ca](mailto:susanna.mulligan@ubc.ca) or 604-822-9273.

If your employees have general questions that you are unable to answer or they need assistance with any part of the application process, please encourage them to contact Cathy Faulconer or Stephanie Thorpe, PD Funding Coordinators at [pd.funds@ubc.ca](mailto:pd.funds@ubc.ca) or 604-822-6314, or drop by the HR Service Centre in person between 8:30 a.m. – 4:30 p.m. ([map](http://www.maps.ubc.ca/PROD/index_detail.php?show=y,n,n,n,n,y&bldg2Search=n&locat1=606)).

If you have collective agreement or operational related questions related to staff training and development please [contact your HR associate/advisor](http://www.hr.ubc.ca/administrators/contact/).