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Date: February 25, 2010

To: All District CUPE 382 & CUPE 947 Staff

From: Human Resource Services, CUPE 382 & CUPE 947

Re: **Framework Letter of Understanding  
Support Staff Education and Adjustment Committee Funds**

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As a result of the contract settlement reached between May 20, 2006 and June 30, 2006, the various support staff unions and the BC Public School Employers' Association (BCPSEA) were given limited funds for support skills training, retraining, or professional enhancement for support staff.

CUPE 382, CUPE 947 and the Greater Victoria School District No.61 will be approving reimbursement of professional development costs, agreed to by all parties and at the discretion of the SSEAC (Support Staff Education and Adjustment Committee)

In order to have approval for reimbursement of professional development costs, the following information is required:

- › Course Name
- › Course Description
- › Name of Institution
- › Location
- › Dates & Duration of Course
- › Cost of Tuition (including tax and course registration fees)

Reimbursement will be paid upon successful completion and the availability of funds. **Please note that courses may be undertaken after June 30, 2010 as long as prior approval has been granted and registration has taken place prior to June 30, 2010.** To obtain the application for approval request form, please [click here](#).

Please submit your application form for prior approval.