

**PRINCE RUPERT SCHOOL DISTRICT NO. 52
and
INTERNATIONAL UNION OF OPERATING ENGINEERS - LOCAL 882B**

JOINT EDUCATION FUND APPLICATION FORM

Employee Name _____

Home Address _____

Home Phone # _____

School _____ Position _____

Educational Activity Applied For _____

School/Institution _____

Dates of Educational Activity _____

Amount Requested _____

Are you receiving funding to support this educational activity from any other source? If so, from whom and how much funding?

The Joint Education Fund will be prepared to fund the balance up to \$250.00 per school year.

RECEIPTS ARE REQUIRED

If you would be willing to give an inservice and/or brief talk on what you learned upon completion of the educational activity, please check here: _____

Pre-approval is required; as much notice as possible would be appreciated. Upon verification of successful completion of the educational activity, your approved expenses will be reimbursed.

Member Signature

Date of Application

* * * * *

Office use only:

Amount Approved: _____

Signature of School District Representative

Signature of IUOE Representative

Signature of School District Representative

Signature of IUOE Representative

Please submit completed form to Secretary-Treasurer at the School Board Office

PRINCE RUPERT SCHOOL DISTRICT NO. 52
and
INTERNATIONAL UNION OF OPERATING ENGINEERS - LOCAL 882B
JOINT EDUCATION FUND COMMITTEE

Structure of the Committee:

Two IUOE members and two members representing the Board of School Trustees.

Goals and Objectives:

1. To provide professional growth and development for union members.
2. To provide an opportunity for all union members to receive professional growth and development.

Responsibilities:

1. To meet on an as-required basis.
2. To disperse funds for professional growth and development in accordance with the guidelines agreed upon.
3. To maintain a record of members receiving joint education funds.
4. To ensure that an application form for the fund is provided as part of the personnel orientation package for new union employees.
5. To ensure that in September and January of each school year, a notice will be sent out to all union employees reminding them of the Joint Education Fund and advising them where application forms are available.

Guidelines:

1. Eligibility:

The educational activity (course/seminar/workshop) must be related to the work of the School District.

2. Approval:

- 2.1 If a Leave of Absence is required, application must be made to the individual's appropriate supervisor for approval.
- 2.2 A Joint Education Fund Application Form must be submitted to the Joint Education Fund Committee for approval prior to commencement of the educational activity.

3. Reimbursement:

- 3.1 This Joint Education Fund will cover reimbursement for related expenses for the educational activity (registration, books, travel, child care, supplies, etc.). Food will not be covered.
- 3.2 Reimbursement of educational activity expenses will only be upon proof of successful completion of the educational activity and a receipt for all expenses is required.
- 3.3 The maximum reimbursement per individual will be up to \$250.00 per school year.