

Human Resources Staff Development

APPLICATION FORM 2008-2009

PLEASE REFER TO THE APPLICATION CRITERIA ON THE BACK OF THIS FORM PRIOR TO COMPLETING YOUR APPLICATION.

Name:		Date:	
School/Department:			
Date(s) of Activity:			
Details of Activity (e.g. description, participants, location). Attach any additional information you feel is pertinent.			
Benefits of Activity:			
INDICATE OTHER FUNDS YOU HAVE APPLIED TO FOR THIS ACTIVITY?		Approved	Not Approved
1.			
2.			
BREAKDOWN OF COSTS (REGISTRATION, ETC.):		AMOUNT	
Funds Received from Alternate Source:			
Total Funds Requested:			

SEND TO: Debbie Lucas, Human Resources Department

HUMAN RESOURCES STAFF DEVELOPMENT FUND

APPLICATION CRITERIA

Effective January 1, 2004

The Human Resources Staff Development Fund is available to all permanent employees of the Hastings and Prince Edward D.S.B. Courses and/or conferences that directly relate to your present position, or fall under an area of growth recognized by the Hastings and Prince Edward D.S.B., will be funded according to the following criteria, subject to availability of funds.

1. All permanent employees are eligible to apply to the Staff Development Fund. Casual/occasional employees are not eligible.
2. Funds from other sources must be sought out prior to making application to the Staff Development Fund. It must be noted on the application form if you applied to another source for funding and whether you were approved or not approved for funds.
3. Expenses for Professional Development reimbursement must be a minimum of \$50.00.
4. Employees taking courses are eligible to apply for reimbursement of registration expenses to a maximum of **\$250.00** during each budget year. Employees will be required to submit an original copy of the paid registration receipt and proof of course completion to process reimbursement.
5. Employees can apply for conference reimbursement to a maximum of **\$200.00** during each budget year. Original copies of expense receipts will be required to process reimbursement. Supply coverage is not eligible for reimbursement.
6. Employees taking Principal Qualification courses can apply for reimbursement of 25% of the course fee. Employees are eligible for an additional 50% upon successful placement in the Administrative Pool.
7. Group applications for professional development funding will be considered on an individual basis.
8. We strongly recommend you submit an application for funds prior to the actual start up of the course. Pre-approval will be given to you advising you if funds are available.

Please note that every attempt will be made to distribute funds in an equitable manner based on the application criteria, however, due to limited funds it may be necessary to make adjustments.