

CUPE PHCC Recruitment, Retention and Education Fund Allocation Criteria

A. PURPOSE

This fund is to support CUPE health care members under the jurisdiction of the Provincial Health Care Council (PHCC), to attend educational or upgrading courses to enhance their employability within health care where CUPE classifications would apply.

B. APPLICATIONS

- 1) Application forms will be provided by the PHCC to each Local affiliated with the PHCC.
- 2) The PHCC Recruitment, Retention and Education Fund Committee will meet quarterly to review all applications submitted. [February, May, July, November] Additional meetings may be called as per PHCC Chair.
- 3) Applications received between quarterly meetings that are time sensitive will be reviewed separately if required.
- 4) RRE Fund Committee will work on joint educational courses with the employer. Where there will be a joint educational course offered, the Local must be the applying party to the Fund.

C. DISTRIBUTION

Upon approval of application, a cheque will be made out to the educational institution and then mailed to the applicant. Where this is not possible, the member will be responsible to pay, provide proof of registration and all applicable receipts before being reimbursed.

Courses may be funded in full, however:

- a) where there are multi-components, each component will have to be applied for separately;
- b) where a course is subsidized by another source, this Fund shall only cover the unpaid portion.

Funds will be awarded for tuition/registration and books only. Please mail institution, registration and book receipts to the: PHCC RREF Committee, Box 50023, Brandon, MB, R7A 7E4.

Recipients will be required to repay all funds awarded should they withdraw or are terminated from the program for reasons deemed unsatisfactory by the RRE Fund Committee.

All decisions made by the Committee are final.

D. ADMINISTRATION

The PHCC RRE Fund Committee expenses shall be reimbursed from the Fund, and not from the PHCC accounts. These expenses (such as mileage, per diems, lost wages, etc.) shall be reimbursed according the PHCC Terms of Reference.

The PHCC Recruitment, Retention and Education Fund Committee shall be comprised of the Provincial Health Care Council signing officers (Chairperson, Vice-Chairperson, Treasurer and Recording Secretary). The CUPE Health Care Coordinator will act in part as advisor to the Committee.