



Health Development and Training Fund



Guidelines for Application – Casual Employee Effective April 1, 2011

Background

The joint Employer and Union of Public Sector Employees (PEI UPSE) Health Development and Training Fund is available as part of the Collective Agreement signed between the Health PEI and PEI UPSE. The parties agreed during the last round of contract negotiations to allow casuals that worked 1500 hours in the previous fiscal year access to the fund. The following guidelines have been established to determine eligibility and available funding limits. These guidelines will be reviewed annually and adjusted if necessary.

Hours needed to qualify:

In order to access the fund a casual employee must have worked a minimum of 1500 hours in the previous fiscal year. The Employer will provide PEI UPSE with a list of eligible casuals at the start of each fiscal year (April 1st) and this list will determine eligibility for the entire year.

Yearly amount of funding available:

Each eligible casual employee may apply for up to a maximum of \$500.00 worth of registration/tuition fee reimbursement per fiscal year. Reimbursement will be awarded on 'a first come first served' basis and as long as funding is available.

Salary Replacement Costs:

Casual employees are not eligible to receive any salary replacement coverage.

Amount of funding available for casual employees:

Currently PEI UPSE casuals make up 10% of PEI UPSE Health PEI employees. Therefore for the 2011-2012 fiscal year they will be eligible for 10% of the annual Health Development and Training funding; less administrative fees and any advances. This year's amount is equivalent to \$16,500.00. This amount will be adjusted yearly to reflect the percentage of casuals and will be administered separately from the regular Health Development and Training Fund.

(April, 2011)

Casuals who are awarded a temporary/permanent position during the fiscal year:

Casuals who are successful in a competition for a Temporary/Permanent position during the fiscal year will have their eligibility for funding as a permanent/temporary employee reduced by the total amount of any funding received during the fiscal year from the casual fund. Under no circumstances will any employee be entitled to more than \$1500.00 in total funding during any fiscal year.

General Guidelines:

- 1) Applicants must be dues paying members of PEI UPSE as per Article 3:02
- 2) Applications will not be processed unless they are accompanied by a receipt for registration fees paid.
- 3) Each application will be reviewed and will be processed throughout the fiscal year or until the fund allocation for the year has been depleted. If funds are depleted before the end of the fiscal year, members will be notified. In this situation, only new fiscal year applications will be accepted/considered.
- 4) Completion of Application Form
 - i) all pertinent information must be included (verification required)
 - ii) registration receipt must be submitted
- 5) **Eligible Expenses:**
Only registration/tuition costs will be considered for reimbursement.

How to apply:

Eligible casuals may submit their applications online at www.peiupse.ca. Applications are also available at most workplaces or by calling the PEI UPSE office at 892-5335 or toll free at 1-800-897-8773. Completed applications may be faxed to 569-8186, sent through inter-office mail or via Canada Post to:

PEI UPSE
Health Development and Training Fund
4 Enman Crescent
Charlottetown, PE C1E1E6

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