



Development and Training Fund Unionized Guidelines



The purpose of the Development and Training Fund is to provide our workforce with the opportunity to develop the knowledge and skill base necessary to provide excellence in public service. This can be accomplished through:

- Development: skills to focus on growth and potential for future application; and
- Training: skills required to better perform current job responsibilities.

The learning opportunity must support the growth of knowledge and skills beneficial to both the employee and employer. Only programs that will enhance development opportunities in the broader public sector will be considered for funding i.e. health, education or civil service. The training needs to be developmental with a fit to the public sector.

Guiding Principles:

- Priority will be given to first time applicants who have not yet received funding in the current fiscal year.
- All learning opportunities must be employee initiated. Department mandated development and training is not eligible for funding.
- The committee reserves the right to withhold new funding until the applicant has satisfied all responsibilities associated with previously funded learning opportunities.

Eligibility:

- Classified employees (*Civil Service Act s.9*) and temporary employees appointed through a Public Service Commission competitive process who are in good standing (dues paying members) with the Union of Public Sector Employees bargaining unit and who work in Departments of Government, Liquor Control Commission, Auditor Generals Office, PEI Museum and Heritage Foundation and the Employment Development Agency. Casual and temporary employees appointed through the Public Service Commission must have one year of continuous service, pursuant to Article 1.06(a)(5), before they are eligible to receive funding from the fund.
- The fund will provide a maximum of \$2,500 per employee, per fiscal year.

Program Funding Criteria:

The learning opportunity must support the growth of knowledge and skills beneficial to both the employee and employer. Only programs that will enhance development opportunities in the broader public sector will be considered for funding i.e. health, education or civil service. The training needs to be developmental and applicable to the broad public sector.

Individual Development and Training Criteria:

The Development and Training Fund Selection Committee meets monthly to evaluate applications and make decisions. Each completed application is reviewed to ensure the applicant and learning opportunity are eligible for funding under the terms of the policy and guidelines. Applications must be completed in full and accompanied by the supporting material required.

Incomplete applications will not be considered.

- Applications for funding must be submitted no earlier than 60 calendar days prior to the commencement of the learning opportunity and no later than 60 calendar days following the commencement of the learning opportunity within the current fiscal year.
- Applications may be submitted in excess of 60 calendar days prior to the commencement of the learning opportunity only if an early bird registration is offered.
- The start date of the learning opportunity must fall within the current fiscal year (April 1 to March 31).
- One hundred percent of the registration costs for the learning opportunity only will be paid toward the cost of post-secondary learning opportunities taken at an accredited institution, including correspondence courses. Conferences, seminars, workshops, exams with a delivered learning component and/or short courses offered by organizations outside of government, are considered in this section.
- The following are not eligible for funding: fees, meals, course materials, books, salary, travel, accommodations, professional dues, membership fees and exams without a delivered learning component.
- Where time off is required to attend the learning opportunity, the employee must obtain prior support from his or her department. Evidence of this support is required in the form of a supervisor's signature on the application form.
- Proof of registration in the learning opportunity must be submitted with the application, where available.
- Each learning opportunity is eligible for funding one time only.

Applicant Responsibilities:

- Applicants must first apply to department training funds, where available. Confirmation of department funding or denial must accompany each application.
- Applicants must be paying union dues.
- Applications must be submitted by the second Tuesday of the month.
- Applications must be completed in full and be accompanied by the supporting material required.
- A separate application must be submitted for each learning opportunity.
- Invoices or receipts must be submitted no later than 60 calendar days following the commencement of the learning opportunity or the application will be considered revoked.
- Proof of completion must be submitted upon conclusion of the learning opportunity, where available. For example, certificate or final mark.
- Applicants must notify the fund administrator immediately if withdrawing an application or the learning opportunity is canceled.

- Employees who receive funding and who do not complete the learning opportunity must reimburse the full cost of assistance.
- Employees who receive funding and who choose to leave the provincial public service within six months of receiving funding under this policy must reimburse the full cost of assistance.

Deadline: All applications, invoices or receipts must be received by March 31st of the current fiscal year, without exception.

Please return completed applications to:

PEI Public Service Commission
105 Rochford Street
Shaw Building, 1st Floor, North Entrance

or by email to:

developmentandtrainingfund@gov.pe.ca

Contact:

Jennifer Bulger, Fund Administrator
Tel: (902) 368-6175

Please Note: Effective June 18, 2013, group applications are no longer accepted.

March 14, 2016