

## CUPE PHCC Recruitment, Retention and Education Fund (RREF)

### ALLOCATION CRITERIA

(January 13, 2016)

#### 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. It is understood that the fundamental purpose of the training and education fund is to assist employees in upgrading their skills and education to further their careers in health care and to enhance availability of qualified employees within the provincial health care sector.

#### B. ELIGIBILITY

Permanent **full-time and part-time** employees who have completed their initial probationary period with their present employer will be eligible to apply for funding.

**Temporary and casual employees who have completed 1950 hours of work will be eligible to apply for funding.**

Proof of employment status (**for casual/temporary employees – proof of hours worked**) will be required as well as confirmation of any employer approved leave of absence required to be taken by the applicant to participate in the educational training. Such confirmation will include the start date and end date of the leave of absence.

Members are eligible to apply for funding for educational training for any **positions listed in CUPE Local collective agreements affiliated to the PHCC**. The RREF would normally cover the funding of the core expenses of the educational training such as tuition, books, lab fees, etc.

**There is a lifetime maximum of \$10,000 (ten thousand dollars) per member.**

Priority for funding will be given to educational programs offered at publicly funded institutions within the province of Manitoba unless the educational training cannot be obtained through those institutions (**see back of this sheet for list**). Applicants must apply for any other scholarship/bursary available to them prior to applying to the RREF.

The RREF Committee reserves the right to limit:

- applications for educational funding for training for classifications that the RREF Committee determines there is insufficient demand for the classification within the health care sector within the province of Manitoba;
- funding to applicants in order to ensure the ongoing financial viability of the RREF is maintained;
- any additional funding to applicants who have previously failed to successfully complete prior educational training funded by the RREF;
- funding for expenses that the RREF Committee determines is not part of the core expenses of the educational training;
- funding for any application that the Committee determines is contrary to the intent and purpose of the RREF.

#### C. APPLICATIONS

- 1) Application forms will be provided by the PHCC to each local affiliated with the RREF.
- 2) In order to be reviewed, application packages must include an Educational Institution/Facility Sponsorship Form, or an Acceptance Letter to the course(s), or applicable receipt(s) for payment of tuition and/or books, lab fees, etc. Funds will be awarded for the core expenses of the educational training.
- 3) The RREF Committee reserves the right to request additional information it deems necessary to determine whether an application is entitled to funding from the RREF.
- 4) The PHCC RREF Committee will meet quarterly to review all applications submitted. Additional meetings may be called as per the PHCC Chairperson.
- 5) RREF Committee may 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.

**D. DISTRIBUTION**

Upon approval of application, a cheque will be made out to the educational institution/facility and then mailed to the applicant; if the educational institution/facility will invoice the RREF, a cheque will be sent directly to them. If the member pays for the course(s) and submits receipts, a cheque will be made out to the individual.

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.

A copy of the completion of the course(s) must be submitted to the RREF Committee. Recipients will be required to repay all funds awarded should they withdraw or are terminated from the program for reasons deemed unsatisfactory by the RREF Committee.

**E. ADMINISTRATION**

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

Any applicant who is of the view that the decision made by the RREF Committee is not consistent with the RREF Terms of Reference can appeal the RREF Committee's decision to the PHCC RREF Appeal Committee. The Appeal Committee shall be made up of not less than **three (3)** members of the PHCC Executive Council excluding the Table Officers and the PHCC Executive Council Representative that represents the appellant's Local. The decision of the Appeal Committee shall be final.

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**LIST OF PUBLICLY FUNDED EDUCATIONAL INSTITUTIONS/FACILITIES THAT HAVE BEEN APPROVED FOR RREF FUNDING:**

- Assiniboine Community College
- Brandon University
- Canadian Mennonite University
- Red River Community College
- St. James Assiniboia Continuing Education
- Supply Chain Management Association Manitoba
- University of Manitoba
- University of Winnipeg
- Winnipeg Technical College

**THIS AMENDED ALLOCATION CRITERIA  
WILL COME INTO EFFECT JANUARY 13, 2016.**