

## 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. Priorities have been determined and will be given funding preference for Health Care Aides, Health Care Aides/Unit Clerks, Recreation Facilitator, Health Information Technician, Sterile Processing Technician, and others as deemed by the Committee.

### B. APPLICATIONS

- 1) Application forms will be provided by the PHCC to each Local affiliated with the RRE Fund.
- 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.** Funds will be awarded for registration/tuition and books only.
- 3) The PHCC Recruitment, Retention and Education Fund Committee will meet quarterly to review all applications submitted. Additional meetings may be called as per PHCC Chair.
- 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/facility and then mailed to the applicant; if the educational institution/facility will invoice the RRE Fund, a cheque will be sent directly to them. If the member pays for the course(s) and submit 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 RRE Fund 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 RRE Fund Committee.

All decisions made by the Committee are final.

### D. ADMINISTRATION

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.