

#102131

GDMB

GDMB-E1

GDMB-E2

M.A.N.T.E. STAFF TRAINING PROGRAM**1. COMMITTEE MEMBERSHIP AND FUND ESTABLISHMENT**

Association - One Association appointed representative* from each of:

- Educational Assistants
- Secretarial Assistants
- Library Technicians
- 12-Month Employees

*Note: The Association may choose representatives that either currently or previously held positions in these classifications.

Division

- Manager, Human Resources
- Supervisor, Accounting
- One Division-appointed School Principal

Financial support is to be drawn from a Professional Development Fund, jointly funded by the Division and the Association in the amount of \$7,500.00 per annum each.

2. DUTIES OF THE COMMITTEE

The Professional Development Committee for Support Staff represented by the Manitoba Association of Non-Teaching Employees, ("The Committee"), will meet at least once per school year, during school hours to review policy issues. The meeting will be deemed to have a quorum if at least two Association members and two Division members are present.

Employees who initiate a request for training should forward an application to the respective employee representative (i.e. Educational Assistants to the Educational Assistant representative) who will then distribute copies of the application and any accompanying documentation to the Committee members. Approval of individual applications will be decided on the basis of a vote of the Committee members. The majority of votes will determine the acceptance or rejection of an application.

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If the individual application for funding involves out of Winnipeg travel, the Committee must receive confirmation that similar training is not available in Winnipeg.

The Committee will review all applications received in advance of attendance provided the employee has first sought funding at the school level and provided further that the employee is a non-probationary, permanent, employee of the Division. Requests to travel outside the city will not be approved until the employee has completed two years of permanent service. Priority will be given to development, which will have direct benefit to the individual employee in carrying out their current duties and responsibilities and/or would assist the employee in achieving a promotion within their classification group.

The Committee will, in reviewing individual applications, consider the benefits that other employees may derive from the provision of funds to an individual employee (i.e. transferability of knowledge); and will not normally approve more than two employees per building for the same session unless employees are attending separate parts of the session.

The Committee will, in considering individual applications, take into account the cost to ensure that no one individual applicant receives an unfair share of the available funding and the total budget. No employee will be allocated more than \$2500.00 in funding during any three consecutive school years exclusive of substitute costs.

3. PROVISION OF FUNDS

Upon approval of the Committee, funds will be accessed in the following manner;

1. For seminars, conferences, lectures and courses, the full amount of registration fees will be paid:
 - i. Directly to the organization by the division once an invoice is received upon proof of registration OR
 - ii. Reimbursement to the employee upon submission of proof of registration and receipt of payment.

There will be no provision for travel or parking expenses in the city.

2. For seminars, conferences, and lectures, where travel is outside the city, a travel advance of up to 90% of eligible costs will be paid to the

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employee upon proof of registration. The remaining 10% will be forwarded upon receiving the necessary receipts and documents as per division policy DKC.

Please note: Funds are non-transferable. If you are unable to attend your approved training, please notify us immediately. In this regard, please advise us if you have been approved for sub coverage and it is not provided for any reason.

3. At the discretion of the MANTE President and Manager of Human Resources, the parties may agree to access the funds to provide global training to some or all MANTE members. Funds may be used to support instructor/speaker fees, supplies, venue, etc.

4. GENERAL

Upon completion of a course or seminar, the employee who has received funding from the Committee must submit an individual evaluation on the form provided.

Employees who have received Professional Development Funds must be willing to serve as a resource on the subject matter; should the need arise.

Failure to attend or successfully complete approved training may result in the employee being required to reimburse the Professional Development Fund any monies paid on the employee's behalf.

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