

To: MPSPD Support Staff
From: Human Resources
Re: Learning Enhancement Fund – Support Staff

Date: October 20, 2021

In the last round of collective bargaining all school districts were allocated an amount of funding known as Service Improvement Allocations (SIA). During bargaining the Parties (CUPE 593 & SD75) designated how those funds would be used. The details of which are now itemized in the Collective Agreement under *Article 17.8 Service Improvement Allocation (p.27)*, which covers a variety of support staff allowances. Within that SIA is the newly created 'Learning Enhancement Fund' (LEF). The LEF framework entitles support staff to access skills enhancement funding for the last two years of the collective agreement (2019-2022). A LEF committee (CUPE & Employer members) and Terms of Reference outlining dispersal of LEF funds has been established. The LEF Committee, will review and approve employee applications for LEF. This memo outlines the who, what, when, where, why and how of accessing LEF dollars.

1. Who?

- All Regular and Term employees, that are members of CUPE Local 593 as of July 1st each year (in regular or term position) are eligible to access allocated funds
- All classifications, including Term Supervision Assistants

2. What?

- An evenly distributed amount of funds to eligible employees for skills enhancement
- To cover approved training program course fees, materials, or wages (if leave is required)

3. When?

- Notice of available funds as of July 1 and January 1 will be provided to employees by September 1st and March 1st each year
- Due to unforeseen delays in LEF set up, employees will receive notice of their entitlement by **September 1, 2021**
- Annual allocation of the Fund, plus any unused funds returned to the Fund from prior years, will be allocated equally to all eligible employees employed on July 1st each year
- LEF entitlement bank will be visible on employee earning statements

4. Where?

- In-person, online or distance learning are some of the different ways that employees can access training

5. Why?

- To support professional learning and training, skills upgrading, or for specific training for the employee's current classification, or for another classification within the district.

6. How?

- Via electronic application form at the [LEF Apply Now](#) button below or on Learn75 (www.mpsd.ca)
- All applications for training or courses after July 1, 2020 will be considered by the committee
- Applications can be submitted before or after the training, at any time during the fiscal year. Proof of registration/payment to approved training is required before funds are released.
- Applications will be reviewed within 30 days of submission.
- Written (email) response of the Committee's decision, approval or reason for denial will be provided

[Click here to Apply Now for LEF](#)