

# CPM EXTERNAL DEVELOPMENT FUND GUIDELINES

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In keeping with its objective to provide employees with a variety of opportunities for professional development, the University has designed the CPM External Development Fund.

## Eligibility

All CPM employees of the University holding full-time or part-time continuing administrative staff positions are eligible. This fund does not apply to contract or limited term CPM employees.

## Criteria

1. Course tuition fees, to a maximum of **\$500 per fiscal year**, will be reimbursed to a CPM employee who successfully completes a job-related course offered at a degree granting institution, community college, or from an accredited training organization that offers certification in a certain discipline. Such courses can be taken during normal working hours or on the employee's own time. In all cases, the appropriate approvals for participation on the training program must be obtained from the employee's VP, department head, director or manager.
2. The CPM External Development Fund allocation is limited to \$10,000 per fiscal year. Requests will be reviewed and approved on a first-come, first-served basis. Requests must be processed prior to the employee undertaking the program. In the event the employee delays applying for this funding until the completion of the course, no guarantees can be made that sufficient monies will be available to subsidize the training. Course end dates will determine in what fiscal year funds will be reimbursed. The annual cut-off date for accepting applications will be March 31 of each fiscal year. Applications received after this date cannot be considered for that fiscal.

All requests submitted for financial support must be either:

- A) Courses leading to certificates, diplomas or degrees or professional designations offered at a degree granting institution, community college, or an accredited training organization. Such courses must be directly related to the employee's current job responsibilities or directly related to his/her potential career path at York University.
- B) Individual skill improvement courses, seminars, or workshops that are related to the staff member's present job or to jobs in the same field, to which the staff member might logically aspire will be considered for support. **\*Please note that priority will be given to application requests supporting developmental opportunities as outlined in (A) above. Given the limited funds in this program, we urge that departmental budgets support individual skills improvement courses or seminars whenever possible.**

**Based on the number of requests and funds remaining, reimbursement for individual courses/seminars will be reviewed each March.**

In all cases, the employee is expected to support his/her application for tuition reimbursement with a documented PMP Development plan and/or Career Development plan.

Only a maximum of two requests will be considered for approval from the same department for the same course in the same fiscal year.

### **Exclusions**

The following will **NOT** be supported by this fund:

- a) Craft, hobby and general interest courses
- b) Conferences fees or Conference pre or post workshop/seminar fees
- c) Course/seminar fees for external courses that are also available through Learning and Organizational Development (L&OD), Occupational Health and Safety or any other internal training unit within the University
- d) Membership fees
- e) Examination fees
- f) Books or course materials
- g) Penalty, exemption fees or other incidental fees related to the course
- h) Travel and living costs associated with participation on approved training courses.

## Application Procedures

1. Employees who wish to take courses at another educational institution or accredited training organization should proceed as follows:
  - (i) Complete the Application for External Development Fund form ([found on HR/L&OD website](#)) and attach copies of the course outline(s), fees information and other pertinent information;
  - (ii) Attach copies of completed PMP Development plan or a Career Development plan;
  - (iii) Attach a signed Finance Department [Claim for Reimbursement of Expenses](#) form with only the top portion completed and claimant's signature added; or include a departmental budget number for processing of reimbursement;
  - (iv) Obtain signed approval from the respective VP, department head director or manager;
  - (v) Send all documentation to the Learning and Organizational Development Office, Kinsmen Building, 8 The Chimneystack Rd.
2. The L & OD Office will notify the employee of the decision prior to registration whenever possible and within 5 business days of receipt of request. If course fees have already been paid, then notice of the decision will be provided within 5-10 business days of receipt provided all paperwork is submitted including proof of payment. Request for support for individual skill improvement courses/seminars will not be pre-approved. These requests will be reviewed and approved at the end of March prior to the end of the fiscal year based on first-come, first served rule and subject to availability of funds. Employees will be notified immediately once a decision has been.

## Reimbursement

Reimbursement of monies will occur after notification of successful completion of the course has been received by the L & OD office. Proof of payment of tuition fees and of successful course completion (grade report) must accompany the notification. If no final grade is assigned, employees should provide certificates showing no less than a 75% attendance record. Should an employee not complete or fail to pass a course, they will be responsible for paying any fees owing to the institution they are enrolled with. The External Development Fund will not cover any late payment fees or penalties, or any penalties issued if the employee does not complete or pass the course.

Application forms for the CPM External Development Fund may be obtained from the [Human Resources/Learning and Organizational Development](#) website.