

## OVERVIEW OF TRAINING CRITERIA

*Please read the following information before completing the application.*

### OVERVIEW OF CRITERIA TO BE ELIGIBLE FOR FUNDING

- An applicant must be a regular employee (full-time or part-time); or a casual employee who has completed 488 casual hours in their current position.
- An applicant must be actively working in a facility, or a department of a facility, covered by the Facilities Subsector Collective Agreement. For a list of facilities, please go to [http://www.heu.org/Collective\\_Agreement1](http://www.heu.org/Collective_Agreement1) and click on the Facilities Subsector Collective Agreement link. The list is located on page **148** of this document.
- The training/education must be to upgrade a current classification or move into another classification that is in the Facilities Subsector Collective Agreement. For a list of classifications, please go to [http://www.heu.org/Collective\\_Agreement1](http://www.heu.org/Collective_Agreement1) and click on the Facilities Subsector Collective Agreement link. The list is located on page **156** of this document.
- An applicant must attend a public training institution for the training. For a list of public post-secondary institutions in British Columbia please go to <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/find-a-program-or-institution/find-an-institution>
- The majority of the training must occur between Apr. 1, 2019 and March 31, 2022 (the end of the Agreement).

### SHORT-TERM TRAINING

Short-term training provides members with opportunities to upgrade skills in their current job, related job, or other job classification (if training is in a different job category within the facilities subsector). This includes:

- courses that require between two to 20 days of in-class or practicum time. This could also be a part-time program that requires up to 150 hours of in-class time. Distance training is also eligible under these guidelines;
- longer courses taken outside of working hours (i.e. part-time or correspondence courses, evening classes, etc.);
- applications will be funded on a continuous intake basis, and may take up to five weeks to process;
- the Fund will pay the cost of the training program and course materials, up to a maximum of \$1,200 (per person for all short-term training funded per person);
- part-time/distance programs leading to a certificate, diploma or degree – that if available and taken full-time would require more than 20 days of in-class or practicum time – may be eligible for up to \$2,400 (per person for all extended short term training funded per person) for course costs (i.e. Purchasing Management Association of Canada, Medical Transcription, Nursing Unit Clerk), and

#### **EXAMPLES OF SHORT-TERM TRAINING:**

- industry correspondence courses offered for buyers and information technologists
- evening academic upgrading, such as pre-requisites for diploma programs
- upgrade for ticketed trades

- the Fund will pay a training allowance (up to \$100 per day) to a maximum of 20 days (150 hrs) for occasions where attendance is required. This includes class time, practicum, labs, exams etc.
- if unpaid education leave for these days is approved by the employer (for example: 10 days of approved unpaid leave could be \$1,000 for an employee working full-time hours). This amount will be pro-rated for employees working part-time or less than 7.5 hours per day. Casual employees' attending training, may submit payroll proof of hours and shifts worked in the six months prior to the application date or start of training, whichever is sooner. (i.e. for an application dated July 1, 2019, proof of hours and shifts worked from Jan. 1, 2019 to June 30, 2019 must be provided). (See "Frequently Asked Questions" for a detailed explanation of the training allowance.)

## LONG-TERM TRAINING

Long-term training provides members with opportunities to change jobs/careers within the facilities subsector collective agreement.

These courses require more than 20 days (150 hours) of in-class and/or practicum time or other required attendance.

- the Fund will pay a training allowance (up to \$100 per day) for training where more than 20 days (150 hrs) for occasions where attendance is required. This includes class time, practicum, labs, exams etc.

At this time, applications will be accepted on an ongoing basis. Future deadlines will be announced dependent on availability of funds.

### **EXAMPLES OF LONG-TERM TRAINING:**

- Housekeeper to Nursing Assistant;
- Food Service Worker to Pharmacy Technician; or
- Accounting Clerk to Nursing Unit Clerk

The Fund will pay up to \$3,500 (per person for all long term training funded per person) for the cost of the training program and course materials.

The Fund will pay a training allowance up to \$100 per day for unpaid education leave approved by your employer to attend in-class or practicum training days (to a maximum 238 days per person for all long-term training funded per person) (for example: five days per week of approved leave could be \$2,000 a month for an employee working full-time hours). This amount will be pro-rated for employees working part-time or less than 7.5 hours per day.

Casual employees who may miss work due to training, will need to submit payroll proof of hours and shifts worked in the six months prior to the date of their application or the start of their training whichever is sooner (i.e. application date Mar. 30, 2019; proof of hours and shifts worked from Oct. 1, 2018 – Mar. 30, 2019 ). (See "Frequently Asked Questions" for a detailed explanation of the training allowance.)

## WHERE CAN TRAINING BE TAKEN?

- The course/program should be taken at a British Columbia **public** post-secondary college or institute, or a B.C. School District Continuing/Adult Education program. Some distance training at out-of-province public institutions may be eligible.
- One exemption would be courses for **industry-specific required certification**, such as:
  - Purchasing Agent certification course;
  - Information Technology hardware or software certification course; or
  - Transportation of Dangerous Goods (TDG) certificate in the HVAC/Refrigeration industry.

## IS APPROVAL/PROOF OF TAKING THE COURSE NEEDED?

- **Confirmation of Employee Status Form:** The *Confirmation of Employee Status* section of the form **MUST** be completed and submitted with ALL applications (even if leave is not required) to be considered for the FBA Education Fund.
- **Registration:** There must be written proof from the institution of course registration/acceptance and/or a confirmed start and end date for the training. This also needs to be submitted with the FBA Education Fund *Application Form*.

## WHAT IS THE TRAINING ALLOWANCE FOR?

The training allowance is to help compensate for lost wages due to taking unpaid leave. Casual employees are eligible for the training allowance based on the information above.

The training allowance may be used for transportation, benefits, daily expenses, etc.

## WILL ANY BENEFITS BE COVERED?

The FBA Education Fund Committee was unable to get provincial agreement from the health authorities to pay the costs of continuous medical, dental and extended health benefits while members are on leave for training in skills shortage areas.

Some health authorities have indicated they are prepared to consider maintaining benefits. Members should request continued coverage from their employer. Benefits remain covered for the first 20 days of leave. If the health authority will not continue benefits after 20 days, a member may purchase benefits (approximately \$20 per day); members should speak to their payroll/benefits department.

## WHAT TRAINING/EDUCATION WILL **NOT** BE COVERED?

- conferences and professional association meetings;
- self-help, personal interest and leisure courses;
- courses leading to jobs outside the FBA bargaining unit;
- out-of-country courses;
- out-of-province courses (except correspondence);
- courses through private educational institutions;  
and
- training for which the majority of the course does not occur within the eligible funding period.

## WHAT ARE THE TIMELINES FOR APPLYING FOR FUNDING?

- Applications will be accepted on an ongoing basis, and may take up to five weeks to process. Future deadlines will be announced dependent on availability of funds..

## HOW DO I APPLY?

Print off the application form on the FBA Education Fund introduction page, complete in ink and include all required information. Mail **the original** to the FBA Education Fund at the address located on the fourth page of the application. Faxed applications will not be accepted.

If you do not have access to a printer and want a printed copy of the application form and FBA Education Fund information mailed to you, e-mail Julie Humphrey at [jhumphrey@heu.org](mailto:jhumphrey@heu.org).

## HOW IS THE DECISION ABOUT FUNDING MADE?

The FBA Education Fund Committee has set the criteria for the funding application process. The FBA Education Fund Administrator will review each application, apply the rules, and make a decision on the funding. The Fund Administrator will consult with committee members, if needed.

## IF A FUNDING APPLICATION IS DENIED, IS THERE AN APPEAL PROCESS?

Yes, an appeal process is in place. Any denial decision that is based on the current criteria is non-appealable. This may include any priorities set by the Committee throughout the period of the current contract. If you were denied for any other reason that you would like to appeal, please contact Julie Humphrey, Fund Administrator at [jhumphrey@heu.org](mailto:jhumphrey@heu.org) and your appeal will be brought forward to the FBA Education Fund Appeal Subcommittee.

## **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIPOP)**

FOIPOP protects members from unauthorized use of their personal information. You will be asked to sign the Funding Application giving the FBA Education Fund Committee permission to:

- verify information that you provide with unions, employers, educational institutions and/or other funding sources;
- use your information in statistic reports on the FBA Education Fund; and
- be included in a follow-up survey to determine the success of the fund.

*For more information, visit your union's website.*