

SUBJECT: JOINT UNION-MANAGEMENT SCHOLARSHIP PROGRAM

ISSUED: 2004 July

PURPOSE:

To support career progression and professional development for employees. CUPE 391 and VPL will assist employees to pursue their master's degree in library and information studies or diploma in a library technician program through a jointly sponsored library scholarship program.

POLICY

CUPE 391 and VPL will each contribute \$2000.00 annually to the training fund, establishing an annual scholarship fund of \$4000.00, to be specifically used for the purpose of eight, \$500.00 scholarships for VPL employees enrolled or enrolling in their master's degree in a recognized library and information studies program or diploma in a recognized library technician program. The joint scholarship is available to all regular full-time employees who have been employed for a minimum of one year and auxiliary/part-time employees who have worked a minimum equivalent number of hours (1,827 hrs.). A joint, union-management selection committee consisting of two members of the Library Management Team and two members of CUPE391 Executive will be identified at the time the training budget is confirmed, annually. The scholarship fund will be awarded twice a year, in May and August, just prior to the spring/summer and fall/winter semesters. Awards are for tuition only and will be paid directly to the educational institute. This is a taxable benefit and will be reported accordingly.

Financing and Administering The Scholarship Fund

The annual training budget is established in the spring of each year. As this budget is confirmed CUPE 391 will provide VPL with a cheque in the amount of \$2000 that will be applied to the training budget and identified as specifically assigned for the purpose of the scholarship fund. Likewise, VPL will dedicate \$2000 from the annual training budget to the scholarship fund. This will provide a \$4000 fund for the scholarship awards. Upon joint union-management approval of employee's application for a scholarship and appropriate identification of the educational institute, a cheque will be prepared payable to the educational institute. Human Resources will administer the fund providing an annual report to CUPE 391 and VPL on fund disbursement. Human Resources will notify the applicant of whether or not their application has been approved. Awards are paid directly to the educational institution. Upon being advised that they have qualified for an award, Human Resources will coordinate with Accounting for payment to be initiated.

Program Guidelines

As outlined in Scholarship Program Guidelines.