

## **CUPE PROFESSIONAL DEVELOPMENT COMMITTEE TERMS OF REFERENCE**



### **PURPOSE:**

The CUPE Professional Development (PD) Committee promotes lifelong learning in alignment with the College's strategic direction, values and policies by overseeing the allocation of the PD funds provided by RDC to the CUPE membership.

### **MANDATE:**

The committee is responsible for managing the PD funds annually allocated for the CUPE membership. As per the CUPE Collective Agreement and CUPE Professional and Personal Development Guidelines, eligible CUPE members can apply for access to funds.

### Decision Authority:

The committee is responsible for determining the maximum annual allotment per person and the application process. This information is communicated by the committee to the CUPE membership. The HR designate is responsible for approving individual PD claims using the collective agreement and related guidelines to direct any decision making. In circumstances where the HR designate is unsure of how to respond to a request, CUPE PD Committee members are consulted for advice and direction. The HR designate is responsible for communicating decisions around PD requests to applicants and their supervisor while also providing status reports to members of the CUPE PD Committee.

Should a CUPE member appeal a committee decision regarding an application for PD Funds, the committee hears the appeal and makes a decision. If the committee is split in its decision, the Director of Human Resources (or designate) makes the final decision.

Three times per year the committee must review the balance of funds remaining in the PD Fund and communicate that to the CUPE membership.

### Advising Authority:

The committee recommends to the Director of Human Resources any revisions or updates to the guidelines. Any recommendations around the level of PD Funding for CUPE members may be recommended to the Director of Human Resources for consideration in budgeting and negotiations.

### **RELATIONSHIP TO OTHER COMMITTEES:**

The CUPE PD Committee may, from time to time, consult and communicate with the Faculty and AUPE PD Committees around joint programs or offerings.

### **COMPOSITION:**

The CUPE PD Committee is chaired by the Director of Human Resources (or designate). A minimum of 2 and up to a maximum of 4 CUPE members may be appointed to the committee by CUPE. Updates to the committee membership are communicated to the college by October 30<sup>th</sup> of each year.

**ACCOUNTABILITY:**

The CUPE PD Committee is accountable to the Director of Human Resources.

**REPORTING:**

The CUPE PD Committee is responsible for reporting its activities and decisions annually to the Director of Human Resources who presents the information to Service Council. As well, CUPE members of the committee report this information to their executive.

**RESPONSIBILITY:**

Director of Human Resources has responsibility for maintenance of this committee.

**ADMINISTRATIVE SUPPORT:**

Human Resources provides the administrative support for this committee. Human Resources is responsible for maintaining the records of the committee, facilitating the flow of paperwork around PD applications and approvals. The HR designate(s) help coordinate the logistics in booking meetings and preparing the reports and documents required.

**OPERATING PROCEDURES:**

- The committee meets three times per year to review the funds remaining and to communicate with its stakeholders.
- The CUPE PD committee relies on the collective agreement, and the CUPE Professional and Personal Development Guidelines to guide decision making.
- Meetings, except for appeal hearings, are generally restricted to the CUPE PD Committee members.
- A quorum for any meeting of the CUPE PD Committee is more than half of the elected and appointed members. At any meeting where quorum fails, the members may decide the affairs of the CUPE PD Committee, with any decisions subject to ratification via electronic communication or at the next regular meeting of the CUPE PD Committee which achieves a quorum.
- Agenda and minutes are prepared by the HR Administrative Assistant.
- The Terms of Reference are reviewed annually and any changes are sent to Service Council through the Director of Human Resources.

Levels of authority:

The following text box must be included in all terms of reference.

**Levels of Authority for Decision Making:**

**Decision authority:** The right to make a decision or create a policy without consultation with other individuals or groups.

**Principal authority:** The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

**Shared authority:** Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

**Recommending authority:** The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

**Advising authority:** The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.