



From The Joint Committee On Education, Training and Staff Development

Question:

How do I attend training courses if they are only available during working hours?

Answer:

The Scholarship Committee of Joint Committee on Education, Training and Staff Development wants to maximize the training dollars available for training. For this reason, the Committee has made the decision to provide support for actual training costs only. Generally, this means that only registration and tuition costs are eligible.

There are a number of options available to you to address the concern of attending training during working hours. These options fall under two broad categories: Departmental Payment and Alternate Collective Agreement Provisions.

Departmental Payment:

Under certain circumstances your Department may be willing to pay salary costs to allow you to attend training. This is especially true for training that the City provides internally and for training that is needed for you to do your job. You should enquire with your Department to see if this is a possibility.

Collective Agreement Provisions:

There are a number of Collective Agreement Provisions that may allow you to attend training during working hours. These are:

- ***Vacation or Compensating Time Off***

You could request part or all of your annual vacation or compensating time to attend training. Your Department would be responsible for approving this request in the same manner as they approve any other vacation requests.

- ***Educational Leave***

Article 35-10 of your Collective Agreement provides for one year unpaid educational leave for employees with 5 years or more seniority.

- ***Deferred Salary Leave***

Your Collective Agreement contains a letter of understanding that allows for a Deferred Salary Leave. This lets you defer a portion of your salary to fund a leave of absence from 6 months to 12 months.

- ***Job Sharing***

Job Sharing is an option that you may want to consider for educational purposes that span a large length of time. This is a method of dividing one full time position into two part-time positions, between two individuals. You should refer to Article 35-11 of your Collective Agreement for details.



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- ***Flexible Working Hours***

Flexible Working Hours may be another option to allow you to attend training. With Flexible Working Hours you could attend training during the regular working day and work those hours that you were absent at another time. Although there is no language in the Collective Agreement on Flexible Working Hours, the City and the Union have entered into letters of understandings on this in the past.

- ***Reduced Work Week***

A Reduced Work Week may be an option to attend regular training. Here again, there is no language in the Collective Agreement on Reduced Work Weeks but the City and the Union has entered into letters of understandings on this in the past.

As you can see, there are a number of options available to allow you to attend training during working hours. It is important to note that in all cases you will require the approval of your Department. It may be necessary for you to explore a few of these options before you find the right one for your situation. If you require any assistance in this regard you can contact your Department or the CUPE Local 500 office.