

Centralized Education Fund Frequently Asked Questions

Q. What is the Centralized Education fund and why is it needed?

A. The Centralized Education Fund (CEF) has been created to support staff by providing monetary assistance to those who are furthering their education, knowledge and skills related to professional growth within their role at BCHS. This fund will allow BCHS the ability to provide equitable access to funds and assist in building capacity while aligning with strategic priorities.

Q. Who is eligible?

A. All regular part time and full time employees of BCHS employees are eligible to be considered. Casual employees who work at least 200 hours per quarter will be considered for reimbursement after all other applications have been considered. Employees on a temporary contract are not eligible for support under the CEF. Physicians are not eligible to apply for funds through this specific program.

Criteria that may impact eligibility include:

- Compliance with mandatory learning (Halogen)
- Demonstration of organizational values
- Staff with formally documented performance and/or those that are on step 3 or higher of the attendance awareness program (unless educational event is part of a remediation plan) will not be supported with these funds.

Q. What types of education are eligible?

A. Educational activities such as courses, seminars, webinars and conferences that will assist you to grow professionally in your role are eligible. Professional registration/certification and membership/association fees, exam costs, materials and text books are not eligible. If the education is part of a degree, diploma or program, the amount of funds received may be capped.

Q. Will education that is mandatory for my role be eligible?

A. Education or training that is deemed as mandatory for the employee's role is eligible for funding. Please note if an RN wants to take one of the aforementioned courses for professional development purposes/to gain employment in one of the specialized departments that requires these mandatory certifications staff may still apply through the CEF for reimbursement of the course (e.g. PALS) but the time will not be paid to take the course.

Q. When do I apply?

A. Application deadlines are March 1st, June 1st, September 1st and December 1st

You must have attended or be registered and have paid for the education to be eligible for reimbursement. All supporting information requested in the application form must be submitted with your application and prior to the deadline.

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Q. Can I apply more than once?

A. Yes. If you complete more than one course in a fiscal year that meets the requirements, you can apply more than once. Only one application per quarter will be considered.

Q. How do I apply?

A. Once you have spoken to and received support from your direct supervisor, use the application form found on the BCHS Website under the Staff pages: <https://forms.bchsys.org/Centralized-Education-Funds-Request>

Incomplete applications will not be considered.

Q. Who decides if I get approved?

A. The first step for approval involves your manager endorsing your application. Next, the application is screened by Organizational Development to ensure it is complete. Final approvals and allocation of funds are made by the Centralized Education Panel. This panel consists of staff from across the organization that represent an objective view. The panel has set guidelines that will be considered when reviewing applications.

Q. How long will I have to wait to hear if I have received funding?

A. Both successful and unsuccessful applicants will be notified about the status of their application. Notification will be sent out approximately 1 month after the closing date of the application process. Support from the CEF is not a guarantee and the Organization reserves the right to review each application.

Q. If successful, what amount will I receive?

A. The amount will depend on various factors including the number of applications received, the relevance of the education to your respective role and to BCHS's Strategy, mission, vision and values, and if you have endeavoured to receive bursaries or grants from other sources (Professional associations, RNAO, Colleges, bursaries, grants etc).

Total funding received by a staff member each year may be capped based on factors such as amount requested per fiscal and whether the education is part of a program, degree or diploma.

The annual maximum allotment available under the CEF is \$1000.

Preference will be given to staff looking to improve their skill set as it relates to their current role or imminent promotion. All other applications may be considered however will be considered on a case-by-case basis.

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Q. If successful, when will I receive my reimbursement?

A. If the application is successful, you will receive your funds through direct deposit (funds are not taxed) within a months' time of the submission due date.

Q. Will this fund cover time off to attend the education?

A. No. If your application is selected to be reimbursed, it is your responsibility to request time off through established procedures (i.e your manager). Time or wages will not be paid through the Centralized Education Fund.

Q. If I do not receive full reimbursement for my education/course, am I eligible to apply for the remaining balance at the next deadline?

A. No. Each course/educational activity will be considered for funding only once. If you take a different course, you can submit another application.

Q. Can I be pre-approved for education before taking the course?

A. No, you must provide proof of registration and confirmation of payment prior to applying to the fund.