



# Memo



October 15, 2021

**TO:** All USW Members  
**FROM:** Service Improvement Allocation Committee  
**RE:** **Employment Enrichment Opportunity**

USW Members have the opportunity to access funding to support personal employment enrichment expenses this school year through the Service Improvement Allocation Fund.

USW Members who have completed approved training or coursework that directly enriches their employment with the Cowichan Valley School District may request up to \$100 reimbursement for their course fee expenses. A cap limit for this portion of the funding is a total amount of \$1000. Examples of eligible training or enrichment may be:

- Computer skills coursework
- First Aid training
- Leadership coursework
- Mindfulness/Wellness coursework

Employees are encouraged to discuss course eligibility with a Service Improvement Allocation Committee representative.

The representatives on the committee are:

- Aaron Henry
- Dwayne Maslen
- Vicki Miller
- Richard Dyble
- Linda Ahara
- Selena Hayes

Employees are eligible for one (1) reimbursement per school year. Reimbursement requests must be submitted on the Employment Enrichment Funding form with attached receipts to [infosia@sd79.bc.ca](mailto:infosia@sd79.bc.ca) by May 31<sup>st</sup> each calendar year for consideration. In the event that more than 10 applications are received, the committee will reimburse based on eligibility, employment relevance and previous reimbursements. All reimbursements will be processed electronically through the School District automated accounting program by June 30<sup>th</sup>.