

Pathways to Employment Fund Form



Submission Instructions

Completed forms must be submitted by email to USWCareerpathways@utoronto.ca

The Pathways to Employment Fund is intended to directly support the career development of USW Local 1998 Staff Appointed employees who are in the redeployment pool by supporting various training and development needs. The goal of this support is to enhance the skills of redeployment pool candidates, so as to allow the University to retain a highly qualified workforce and continued institutional knowledge.

Redeployment pool candidates can make an application for financial assistance related to training and development, which can be used to supplement or cover fees not already provided for within the USW Staff Appointed collective agreement and corresponding University of Toronto policies/programs.

Training can include professional development courses, programs or certificates, as well as individual courses or courses of study leading to certificates, diplomas or degrees offered at accredited educational institutions.

The application will be assessed based on the information you provide subject to availability of funds.

Employee Information

Full Name (print)	
Personnel Number	
Date of Application	

Date of Org Change

Date of Notice of Layoff

Date of Indefinite Layoff

Have you applied for access to the fund in the last year?	NO	YES If yes, date:
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Expense Details

All fields below are mandatory and must be completed for this application to be considered for reimbursement. You may attach supplementary information where indicated.

Name of training institution you plan to attend:

Name of course/seminar/workshop you plan to attend:

Date and duration of training:

Link to professional development course/program:

What is the total amount that you are requesting for reimbursement?

Any additional information you would like to provide to aid us in assessing your application?



By signing below, you are confirming your understanding that any fund approved will not normally exceed \$3000.

By signing this application, you consent to the sharing of this information with USW Local 1998. This application will be kept in a confidential file for six plus one years beyond the end of the Plan Year in which it is submitted and then destroyed.

Upon completion of the training and development, you are required to submit a copy of your approved application form along with proof of payment. Please also attach proof of completion of the training / course / seminar / workshop.

Employee Signature

Date of Submission

For LLC Use only

Reviewed by: _____

Amount approved for payment: _____

If denied, outline reason: _____

Date Member Notified: _____