

## **CONTINUING EDUCATION PLAN - CANON XII**

### **REGULATIONS FOR THE OPERATION OF THE CONTINUING EDUCATION PLAN**

#### **1. Assessments**

- a) **The assessments to sustain the fund shall be \$400 per year in 1998, \$500 per year in 1999 and \$600 per year in 2000 (normally at the rate of 25% a year from each registered member and 75% a year from each salary-paying source).**
- b) Assessments shall be paid quarterly and remitted within 30 days of the expiry of such period.

#### **2. Benefit Credits**

- a) Benefits belong to the individual and are not transferable from one member to another nor from a member to an employer.
- b) The Benefit Credit available to any member shall be the amount accrued at the time of undertaking continuing education.

#### **3. Use of Benefits**

- a) A member may apply to the administrator to use accumulated benefit for:
  - i) expenses for any continuing education program or course of study,
  - ii) the purchase of books or other study materials.
  - iii) the purchase of computer hardware or software.
- b) An application for use of accumulated benefit must be approved by the member's bishop (or the bishop's deputy), or the director of the organization or department, as the case may be.
- c) The Administrative Unit shall establish the form of application to be used under this section.

#### **4. Bonus for Use**

a) **Where the Administrative Unit approves an application under section 3, the payment to the active member will be paid to the extent of 85% from the accumulated benefit and 15% from the accumulated interest income of the fund.**

b) The Administrative Unit may:

i) suspend the operation of subsection a),

ii) reduce the percentage of a payment to be paid out of the accumulated interest income of the fund if it determines that the level of the accumulated interest income will not support the continued application of subsection a), or

iii) increase the percentage of a payment to be paid out of the accumulated interest income of the fund if it determines that the level of the accumulated interest income will support the increase.

#### 5. **Special Grants and Sabbatical Grants**

a) From time to time, as resources permit, special grants may be authorized by the Administrative Unit in addition to payments under section 3.

b) Special grants of \$300 or less may be authorized by the administrator in consultation with the chair of the Administrative Unit or the designate of the chair.

c) From time to time, as resources permit, sabbatical grants may be authorized by the Administrative Unit for periods of full time study of not less than eight weeks duration, after five years of membership in the plan in addition to payments under section 3.

d) The Administrative Unit may establish:

i) the form of application to be used for special grants and sabbatical grants, and

ii) guidelines to apply in considering applications for special grants and sabbatical grants, and

iii) the methods by which the Administrative Unit will consider and decide upon such applications.

**6. Education Leave**

**Absence for continuing education from a parish or other place of employment shall be procured by the customary diocesan/organizational procedures.**

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**7. Cessation of Membership**

**Members who transfer to a non-participating diocese and who do not wish to continue in the plan or who cease to make contributions to the fund because of retirement or employment outside The Anglican Church of Canada may receive their undispersed personal contributions with interest or retain their credit for continuing education. If no transactions have been made for three years, the member shall be refunded personal contributions with interest.**

**On the member's death, the personal contributions, with accrued interest, shall be paid to the member's estate.**

**The remaining accumulated contributions from salary-paying sources shall remain with the fund.**

**Revised May 1997**

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