

### **CONTINUING EDUCATION/PROFESSIONAL LEARNING**

I. Employees are encouraged to participate in continuing education. Tuition for general classes may be reimbursed up to \$750.00 per fiscal year, dependent upon available funds. The following procedures must be met to be eligible for reimbursement.

- a. The employee must be a) a matriculating student in an accredited college or university in an education/PSESD agency-related field or b) pursuing certification in a rigorous program, over time, that is related to her/his agency position and is approved by the Superintendent or designee.
- b. Funding sources for the employee's position must allow tuition reimbursement. The reimbursement amount may be increased, with the Superintendent or designee's approval, as funding sources or program requirements allow.
- c. The tuition-reimbursement must be supported as part of the employee's professional development plan.
- d. The employee must have been employed for a minimum of one year to be eligible.
- e. Verification of a) a satisfactory grade in the class (a minimum of C - 2.0 grade point or a classification of pass) or b) satisfactory completion of coursework required for the certification program is required prior to reimbursement.
- f. Supervisors may grant flex time to allow for attendance at class.

II. Employees should follow these steps in order to secure tuition reimbursement:

- a. The employee first obtains the program supervisor's and Department Head's approval for coursework that he/she will submit for tuition reimbursement, based on the criteria set forth in this policy. This request may be submitted for identified university or certificate course work that is part of the employee's professional development plan. The documentation should include a copy of the course description or the course outline.
- b. Upon completing the course with a minimum passing grade of "C," a 2.0 grade point, a classification of "pass," or a notice of "satisfactory completion," the employee's supervisor drafts a memo to the Human Resources Administrator requesting approval of reimbursement. The memo should detail how the course contributes to the employee's professional development plan—specifically how the employee's *position* benefits from this course work and how it fulfills a departmental or agency need.

- c. A copy of the course description or course outline shall be attached to the memo along with 1) official transcript documenting satisfactory completion of the course; 2) proof of tuition payment; 3) a completed, signed Travel Expense Voucher form (TEV) for the reimbursement amount.
- d. The Human Resources Administrator verifies the course information contained in the supervisor's memo and will, then, approve or disapprove the employee's request for reimbursement. Once approved, the Human Resources Administrator will forward the materials to the business office for processing and notify the supervisor and employee of such. If the request for reimbursement is not granted, the Human Resources Administrator will return the materials to the supervisor and provide an explanation.

III. Training classes that are directly related to an employee's position may be paid for from the program's training and professional development funds, given budget and funding considerations and advance approval by the employee's supervisor.

IV. Employees should follow these steps in order to participate in training classes and/or workshops:

- a. The employee first obtains the program supervisor's and/or Department Head's approval of the training class or workshop. The request should support the employee's professional development plan. The request shall include a description of the training class or workshop.
- b. The supervisor or department head evaluates the request and will, then, approve or disapprove the employee's request.

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