

# **VIRTUAL LEARNING ACADEMY OF ST. CLAIR COUNTY**

## **EDUCATION AND TRAINING ASSISTANCE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide an opportunity for employees of the Virtual Learning Academy of St. Clair County (the "Academy") to obtain reimbursement for continued education and training that is not required but is related to the scope of their employment with the Academy. The Academy believes this opportunity will provide an incentive for employees to keep current with the latest technologies and improve the quality of education that the Academy is able to provide to its students.

### **II. APPLICATION PROCEDURE**

All full-time employees of the Academy are eligible to apply for reimbursement for the cost to obtain continued education and training in areas related to the scope of his/her employment.

An employee applying for reimbursement pursuant to this policy must complete the Employer's application and agreement (Attachment A). As part of this agreement, the Employee must agree to repay the Academy any amounts reimbursed by the Academy for the education/training if the Employee voluntarily terminates his/her employment within one (1) year after the completion of the education/training.

All applications must be submitted to the Academy Director at least five (5) days prior to the date of registration for the education/training. The Academy Director may approve or deny an application in his/her discretion. Written approval must be acquired prior to the date of registration.

An application will not be approved for an Employee who has received an unsatisfactory performance evaluation within the previous one (1) year period or who is not currently performing at the Academy's level of expectation, as determined by the Academy Director.

Part-time and substitute employees of the Academy are not eligible for reimbursement under this policy.

### **III. REIMBURSEMENT AMOUNTS**

The Academy may reimburse the Employee for the cost of the tuition or other enrollment fees. The Academy will not reimburse the Employee for books, course materials, travel or any other related costs or expenses.

The amount of reimbursement an Employee is eligible to receive is limited to a \$500.00 annual maximum.

The Employee is responsible for any taxes that become due as a result of receiving any reimbursement amounts pursuant to this policy.

A tuition reimbursement line item will be established within the Academy budget annually. The Director may not exceed the approved budgeted amount without Board approval.

#### **IV. REIMBURSEMENT PROCEDURE**

The Employee must complete and receive at least a “C” grade or credit, if grades are not assigned, for the approved education/training in order to be eligible for reimbursement under this Policy. Upon completion, the Employee must provide to the Academy Director a copy of the transcript or certificate of completion, a copy of all receipts, and a request for reimbursement. The Director will authorize the reimbursement if the education/training was previously approved by the Academy Director and the application complies with the terms of this policy.

Date: June 17, 2009

Board Approved