

**Board of Trustees
Douglas County School District**

CLASSIFIED STAFF

EDUCATIONAL ASSISTANCE

The Board encourages classified employees to improve and develop their skills by enrollment and participation in appropriate courses of study.

From time to time, the Superintendent may request an employee to take a course for the improvement of his job skills. In such cases, the District may pay all expenses incurred, including tuition, necessary materials, hours of work lost, travel, and expenses.

In all cases, no employee will be recompensed for courses taken until he produces evidence of satisfactory completion of the course and receipts for all claims.

Date Adopted: 08/12/80
Date Revised: