



Lawndale Elementary School District
Department of Human Resources
CLASSIFIED CAREER ENRICHMENT PLAN

CAREER ENRICHMENT PROGRAM

The Classified Career Enrichment Plan is designed for expenses incurred for educational purposes that are not reimbursed through grants, financial aid, scholarships or another source for educational assistance.

The Career Enrichment Program is designed expressly for those classified staff members who are interested in pursuing a certificate, credential or degree, or other classes that relate to the improvement of their job performance.

The purpose of the Career Enrichment Program shall be to improve the service of classified staff. Furthermore, this program shall provide positive support for the District's affirmative action program, in that it shall provide opportunities for employees to progress into more advance classifications.

The District will establish an account which will be annually deposited \$3,000 for the purposes of reimbursing classified employees for approved career enrichment costs. The \$3,000 shall constitute the maximum amount the district will contribute toward this program for any one year.

The reimbursement will be limited to a maximum of **\$1,000 per employee per school year.** (increased from \$500 – LFCE contract article #6.6)

REIMBURSABLE EXPENDITURES

Expenditures for the following items, if approved in advance by the district, may be reimbursed per the provisions of this program. If these expenditures are to be reimbursed by some other source (i.e. grants, scholarships, financial aid or assistance of any other funding source it will not be reimbursed by Classified Career Enrichment.

1. Coursework - University, College and Community College courses, Adult Education courses, Trade School courses (including Business Colleges)
2. Special Activities - Institutes, Educational Conferences, Seminars
3. Books and/or materials as required for district approved coursework/activities.

CRITERIA FOR REIMBURSEMENT

1. Reimbursement shall be paid only to classified employees who are employed at the time of the completion of the coursework. The employee must have the coursework approved in advance before the employee's participation in the program. District approved programs shall be determined by the Superintendent or his/her designee. The Classified Career Enrichment Committee (CCEC) shall review and if deemed appropriate recommend District approval of programs to the Superintendent or his/her designee.

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2. The CCEC shall be composed of two (2) classified employees and two (2) management employees. The Classified committee members shall be appointed by LFCE. The management committee members shall be appointed by the Superintendent.
3. Graded courses must be completed to receive consideration with a passing grade of "C" or better. A certification of satisfactory completion, signed by the Instructor, will be accepted in lieu of a grade transcript where applicable.
4. Original receipt(s) that indicate itemized charges must be submitted to the Human Resources Department prior to issuance of a reimbursement check.

APPROVAL PROCEDURES

1. Submit a Classified Career Enrichment Reimbursement Request form to the Human Resources Department and attach a copy of the course/activity description along with the estimated cost of the activity including books/materials.
2. Human Resources will forward the request to the CCEC for recommendation.
3. After committee review Human Resources will notify employee of approval or denial of request.
4. Human Resources will hold approved requests no more than six months after completion of the coursework, receipt of verification of passing grade of "C" or better, and written, itemized receipts are received. Upon receipt of the required documentation, the reimbursement request will be forwarded to Accounting for processing.



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REIMBURSEMENT REQUEST FORM

PLEASE SUBMIT THIS FORM FOR APPROVAL PRIOR TO TAKING COURSES

EMPLOYEE NAME, DATE, JOB TITLE, SITE, DATE OF HIRE

Reason for participation in the Classified Career Enrichment Program (please check one):

- To improve current job performance
To advance to another position

Title of course and brief description of content (please attach any additional information on the course to be taken:

Class Title, Brief Description

DATE OF COURSE, SCHOOL, COST OF PROGRAM, ESTIMATED COST OF BOOKS, Est. TOTAL REIMBURSEMENT AMOUNT

I agree to submit a grade card or original transcript indicating successful completion of the course along with receipts showing actual costs in order for my reimbursement to be processed. All paperwork (including grades and original receipts) must be submitted within six months from the completion date of approved coursework. I certify that the request for reimbursement(s) have not been funded, or given reimbursement or financial credit from any other funding source.

SIGNATURE, DATE

1) Classified Career Enrichment Committee Reviewed on (date):

- Approved to take the courses for reimbursement
Disapproved (Reason)

Required documents: Transcripts/Coursework grade, Tuition and Books with original receipts, Other document/s

Participant names:

Committee Initials:

2) Classified Career Enrichment Committee Reviewed on (date):

Amount Books, Amount Tuition, Other approved supplies/expenses, Total Reimbursement (Maximum reimbursement - \$1,000/yr)

Participant names:

Committee Initials: