

West Bonner County School District

PERSONNEL

5840

Classified Training Program

When in judgment and with pre-approval of the supervisor of a department, employees may receive on the job training to further their job related skills for their current position. The employee will receive compensation for required training and travel that falls outside the scope of regularly assigned and approved hours or days. The district may provide an employee training fund to be used by classified employees for reimbursement of costs incurred in job skill or professional development training. Scheduled hours may be modified to accommodate for required training outside normally scheduled hours.

The district will work with classified employees who work 20 + hours per week to offer in service training during the school year. Hours offered will be equivalent to two (2) of the employee work days. If the employee declines the offered training, the District is not obligated to make up the days.

A classified training program may be funded each year to a maximum of \$1,000. The fund will be administered by three representatives of the classified employees who shall develop criteria for selecting candidates and awarding stipends. The selection committee shall make their recommendations to the superintendent who shall have final approval of all fund expenditures.

Policy History:

Adopted on: March 12, 2008

Revised on: March 11, 2009