

PROFESSIONAL DEVELOPMENT REIMBURSEMENT: CLASSIFIED EMPLOYEES

A. Guidelines

The need for classified employees to take job-related courses and/or attend job-related workshops/seminars on an individual basis is recognized and encouraged. When individual coursework is taken or a workshop/seminar is attended, the following criteria shall apply relative to reimbursement:

1. The content of the course/workshop/seminar is not something that would be covered under the County's/division's staff development program
2. The course/workshop/seminar is relevant to the individual's current position in the County and will improve skill in this position
3. The course/workshop/seminar is approved in advance by the principal or department head and Coordinator of Staff Development
4. The course/workshop/seminar is taken outside of the normal working hours;
5. The employee is a regular, non-probationary employee; and
6. The course/workshop/seminar does not lead to certification or licensure which is a condition of continuing employment or where a stipend would be obtained upon successful completion.

B. Reimbursement

Requests for reimbursement ~~must~~ should be made to the Coordinator of Staff Development as far in advance as possible prior to taking/attending ~~before~~ the course/workshop/seminar. is to be taken/to be attended. Only one ~~Course/workshops/seminars per semester~~ will be approved ~~for an individual with additional courses/workshops/seminars per year being approved only~~ as funds are available each fiscal year. up to a maximum of \$100 per year. The maximum allowable reimbursement per year will be dependent upon the budgeted amount for that period. Upon receiving proof of a passing grade of a "C" or higher, or proof of completion attendance when grades are not assigned, reimbursement will be made for the tuition cost upon the employee providing the Coordinator of Staff Development a receipt indicating funds expended by the employee. ~~This policy is not meant to fund general education requirements leading toward a degree.~~

C. Financial Assistance Outside of the County

Eligible employees who received assistance from outside sources (scholarships, grants, GI Bill, fellowships, and other stipends, etc.) are eligible only for the amount up to the cost of

the tuition which exceeds the amount of assistance received, up to the maximum reimbursement established each year.

D. Human Resources Exception

The Human Resources Director or designee is authorized to recommend exceptions to the conditions and limitations of course reimbursement when such exceptions support the continuous growth and development of employees who have demonstrated exceptional performance. A written recommendation from the employee's supervisor is required before this decision can be made. If the Human Resources Director or designee recommends an exception to the policy, it shall be forwarded to the Superintendent of Schools or designee for final approval.

Adopted: July 1, 1993
Amended: December 8, 1997; February 9, 2006
