

Training and Development

The purpose of this policy is to encourage employees to pursue continuing education to enable employees to maintain a high degree of efficiency within their positions and to have a uniform method for reimbursing educational expenses.

Seminars

The department will pay 100 percent of fees and materials. If courses are outside of work city, per diem and travel will also be paid. Courses must be directly job related and be approved in advance by the employee's division director and section chief. A requisition for registration fees with seminar forms and information is to be sent to the Accounting Division for payment processing.

Graduate or Undergraduate Study

Individual's courses must be job related and separately approved by the employee's division director and section chief. Approval is contingent upon successful completion of previously approved courses.

- Employees interested in attending a college course must submit a completed Tuition Assistance form (see form on page 62) and a copy of the course description from the college catalog to their manager for approval. When the tuition assistance form has been completed and approved by the division director and section chief, a copy should be sent to the Human Resources Division.
- The department will reimburse employees for 80 percent of the tuition and related fees for the course. Employees are responsible for any books and other supplies.
- Payments for graduate level courses are reportable and taxable. They will be reimbursed through the payroll system.
- For reimbursement, employees should send original paid receipts to the Accounting Division.

If an employee is lacking a required skill, the department may require an employee to take a course to prepare him or her for current or future duties. In these cases the division director or section chief should request payment on a requisition form prior to registration. The department will reimburse the institution for the entire cost of the course and time spent in class may be considered work time.

The department may provide continuing education leave and/or benefits to selected individuals. The number of employees approved for such education shall be determined by the department on the basis of funds available and positions that require professional or technical education.

An employee approved for continuing education leave shall retain all tenure rights and benefits of the former position and shall be considered on leave status.

Continuing education leave shall be granted for not more than one academic year at a time.

The department may require employees receiving any non-accredited or accredited training to remain in the employment of the department for a specified period of time which is mutually agreed to in writing prior to the training or education period. In the event these conditions are not met, the employee shall reimburse the department for the cost of those portions of training or education programs that were funded by the department.

Employees must provide evidence that any program supported by the department is satisfactorily completed in the form of a grade or certificate. Employees, upon completion of a course and/or degree, shall send a copy of grades and/or diploma to the Human Resources Division. This information will be placed in the employee's personnel file.

Employees who voluntarily cancel their enrollment after the department has paid part or all of the costs shall be required to reimburse the department for such costs.

Division directors shall establish a spending limit for the amount of training employees can obtain in a biennium.