**POLICY TITLE: Educational Assistance**

**POLICY NUMBER: 3420**

3420.1 Employees of the District are encouraged to pursue educational opportunities which are related to their present work, which will prepare them for foreseeable future opportunities within the District [some districts may wish to omit this condition if they are inclined to believe that academic advancement produces better employees, regardless if it is related to their work for the district], or which will prepare them for future career advancement.

3420.2 The District will reimburse regular employees for approved courses of study on the following criteria:

1. A refund of the entire cost of tuition and required class materials will be made if the employee received a grade of “B” or better for the class.
2. A refund of one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of “C” for the class.
3. No refund will be made to employees who receive a grade below “C” for the class.
4. The total amount of reimbursement which will be paid to an employee is limited to $\_\_\_\_\_\_ in any calendar year.

3420.3 To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the General Manager [or other responsible managing employee or the Board of Directors]. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval. Those requests for reimbursement which are received after the class begins will be eligible for only one-half (½) of the usual reimbursement.

3420.4 Upon completion of the class(es) the employee is responsible for sending copies of the grade slip(s) and expense receipt(s) to the General Manager [or other responsible managing employee].

3420.5 Two types of classes are generally eligible for reimbursement per this policy:

1. Classes that are related to the employee's present work assignment or that may prepare him/her for future foreseeable opportunities within the District. Such classes may be taken individually and need not be directed toward a degree or certificate.
2. Classes that are taken as part of the requirement for a degree or certificate. In this case the employee must first have completed the equivalent of two (2) full years of college level study and have reached the equivalent of the "junior" year of a four-year degree program.

3420.6 Only residence courses are approved for reimbursement. Correspondence courses are not reimbursable under this policy.