

# Truckee-Donner Recreation and Park District Policy Handbook

**POLICY TITLE:** Educational Assistance  
**POLICY NUMBER:** 212

**212.10** It is the District's policy to develop a better educated and more highly skilled workforce by providing educational assistance to its employees in accordance with policy. Employees of the District are encouraged to pursue educational opportunities which are related to their present work.

**212.20** The District will reimburse employees for approved courses of study on the following criteria:

**212.21** A refund of tuition and required class materials will be made upon receipt of a passing grade for the class. Reimbursement should be limited to permanent employees that have completed at least one full year of continuous service with the District.

**212.22** The class(es) must be taken from accredited institutions.

**212.23** To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from their immediate supervisor.

**212.24** Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval.

**212.30** Requests for reimbursement should be completed with a brief statement of how the course is job-related. This statement may be included with the application.

**212.40** The total amount of reimbursement which will be paid to an employee is limited to \$300.00 per regular semester, with a calendar year maximum of \$600.00.

**212.50** Upon completion of the class(es) the employee is responsible for submitting copies of the grade slip(s) and expense receipt(s) to Human Resources.

**212.60** The classes eligible for reimbursement per this policy:

**212.61** The classes taken should be directly relatable to the employee's present job. Such classes may be taken individually and need not be directed toward a degree or certificate.

**212.62** Distance learning/online courses are eligible for reimbursement with prior approval.

# Truckee-Donner Recreation and Park District Policy Handbook

**212.63** Continuing Education Units (CEU's) may be eligible for reimbursement under this policy. CEU's as required to maintain licensing shall be obtained through local resources whenever possible.

**212.70** In addition to the Educational Assistance Policy the District may elect to send some employees to approved training programs, seminars, and/or conferences from time to time at its expense. These programs are normally scheduled during regular working hours and non-exempt employees will be paid during the time they attend these programs.

**212.80** Management reserves the right to alter work schedule to accommodate such training so as not to incur overtime.

**212.90** Requests for reimbursement which are received after the class begins will be eligible for only one-half (1/2) of the usual reimbursement.

# Truckee-Donner Recreation and Park District Policy Handbook

## Application for Tuition Reimbursement

**Courses Must Be Approved Before Enrollment** (Requests for reimbursement which are received after the class begins will be eligible for only one-half (1/2) of the usual reimbursement.)

Name: \_\_\_\_\_ Work Dept.: \_\_\_\_\_  
Please Print

Present Job Classification:		Department:
School:		School Term Begins:
Course Number	Course Title	Tuition Cost
		Total Tuition \$

Are you enrolled in a degree program?       Yes  No

I hereby submit the course(s) described above for approval under the Educational Assistance Policy. A grade of "C" or better is required for reimbursement. (Please give application to your Supervisor for approval)

Statement of Eligibility (How is this class work related?):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

<b>APPROVALS</b>			
Supervisor:	Date:	HR Manager:	Date:
<b>FORWARD COMPLETED APPLICATION TO HUMAN RESOURCES</b>			

Receipts Received?     Yes  No      Grade(s):    \_\_\_\_\_

Check Requested On: \_\_\_\_\_ Amount \$: \_\_\_\_\_

Check Received On: \_\_\_\_\_