

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Educational Assistance
POLICY NUMBER: 2120
ADOPTED: November 12, 2002
REVIEWED: August 17, 2015
AMENDED: February 22, 2016

2120.10 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 or which will prepare them for future career advancement. Employees must receive advance approval for all classes or courses from the General Manager.

2120.20 The District will pay in full for regular full-time employees for approved courses of study on the following criteria:

2120.21 The entire cost of tuition and required class materials will be paid only if the employee receives a grade of C (70%) or better for the class.

2120.22 Employees who receive a grade below C for the class will be required to reimburse the District for the full amount.

2120.23 The total amount of reimbursement in any fiscal year will be limited to the training budget approved by the board for that same fiscal year.

2120.30 The District will pay in full for the cost of District required training or classes on the following criteria.

2020.31 Training or classes for the purpose of certificate or license attainment or retention.

2020.32 The District will pay for the first associated test as stated above, but for any tests taken thereafter for that same particular certificate or license that the employee fails to attend or pass, such employee will be required to reimburse the District for the full amount.

2120.40 Two types of classes are eligible for pre-payment per this policy:

2120.41 Classes or training which are related to the employee's present work

assignment or which may prepare him or her for future foreseeable opportunities within the District. Such classes or training may be taken individually and need not be directed toward a degree or certificate.

2120.42 Classes or training which are taken as part of the requirement for a degree or certificate.

2120.50 Residence and/or correspondence courses are approved for pre-payment under this policy.