

PENN MANOR SCHOOL DISTRICT

SECTION: EMPLOYEES

TITLE: STAFF DEVELOPMENT/
EDUCATIONAL
IMPROVEMENT

ADOPTED: September 13, 2010

REVISED:

<p>1. Purpose</p> <p>2. Authority</p> <p>3. Delegation of Responsibility</p> <p>4. Guidelines</p>	<p style="text-align: center;">333.1. STAFF DEVELOPMENT/EDUCATIONAL IMPROVEMENT</p> <p>The Board recognizes the need to assist full-time support staff in pursuing additional education or training course offerings.</p> <p>The Board shall pay the full cost of tuition and any reasonable expenses in connection with any courses, workshops, seminars, conferences, in-service training sessions or other training sessions in which a support staff member is required to participate by the administration or the Board, other than those required by law.</p> <p>The Board agrees to reimburse the employee for tuition fees to a maximum of the net cost of twelve (12) graduate credits per year at Millersville University. Net cost means the cost to the employee after subtracting scholarships, grants, and other outside subsidies. The reimbursement shall include the amount of additional charges for those fees designated as academic services at Millersville University which are required to be paid by the employee.</p> <p>A support staff training subsidy request form must be completed and approved by the Superintendent or designee prior to the commencement of the course or training session.</p> <p>The following education/training courses shall qualify for the Superintendent or designee's review and action:</p> <ol style="list-style-type: none"> 1. Course work or training that is directly beneficial to the employee's job tasks or responsibilities and/or proposed duties. 2. Courses that will be of direct benefit to the Penn Manor School District. 3. Courses meeting the criteria listed above must be taken at institutions acceptable to the Superintendent or designee. <p>The Superintendent or designee's decision regarding the approval or denial of the subsidy request shall be final.</p>
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Reimbursement will be made for satisfactory completion of approved courses or training provided the employee submits the following to the Superintendent or designee:

1. Transcript or course grade(s) or certification of training seminar attendance.
2. Receipted bill of tuition cost.
3. Yellow copy of approved employee subsidy request form.
4. Statement detailing scholarships, grants, and other outside awards or subsidies.

A grade of "C" or better for a graded course must be obtained in order to be eligible for reimbursement.

The support employee must remain in the employ of the Penn Manor School District for at least one (1) calendar year following the completion of the course work for which payment is being requested, unless prevented from so doing by reason of illness or other extenuating circumstances approved by the Superintendent or designee.

Recovery Of Training Costs

In the event an employee voluntarily leaves employment following the completion of a training program funded by the district, the employee shall reimburse the district the cost of such training as follows:

1. One hundred percent (100%) of training expenses if resignation occurs within twelve (12) calendar months of the completion date of the district-paid training.
2. Sixty percent (60%) of training expenses if resignation occurs between twelve (12) and twenty-four (24) calendar months following the completion of the district-paid training.
3. Thirty percent (30%) of training expenses if resignation occurs between twenty-four (24) and thirty (30) calendar months following the completion date of the district-paid training.

Repayment obligations cease after thirty (30) calendar months of service following the completion of the district-paid training.

	<p>Each employee shall be notified of this policy prior to participating in the training programs funded by the district, and shall execute an Acknowledgement and Authorization Form, acknowledging his/her repayment obligation(s) under this policy and authorizing payroll or other deductions from monies owed to the employee, if necessary, in order to implement the repayment of the funds.</p>
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