

POLICY

EMPLOYEE DEVELOPMENT

1) Background

In an effort to ensure that employees of the Workforce Investment Board have the adequate skills and professional development opportunities to allow them to successfully perform their responsibilities, an employee development policy is necessary

2) Objectives

The intent of this program is to expand the competence, knowledge, skills, and abilities of Employees in order to enhance their effectiveness and efficiency and, thereby, improve their present performance as well as promote their potential advancement.

3) Recommendations

Basis of participation

- Must be job-related.
- If requested by employee, must be taken off work time.
- Restricted by established appropriation limitations, budgetary constraints, and operational considerations and requirements.
- Must be approved in advance by employer.
- Attendance must be verified.
- Allowed for individual credit or non-credit courses and seminars as well as degree completion programs.
- Must not interfere with performance of the employee's assigned duties.
- Authorized solely at the discretion of the employer.
- Courses shall only be paid for once.

Allowed Expenses

- Tuition
- Fees
- Books

Reimbursement Basis

- Up to \$5000 per year in a calendar year if funds are available.
- Reimbursement paid upon completion of course with final grade of a "C" or better. Reimbursement form and grade report must be submitted for reimbursement.

Tuition Payment Request Form

Name: _____

Department: _____

Course Name: _____

Educational Institution: _____

Dates of Course: _____

Degree Completion Yes No

If yes, degree sought: _____

Attach invoice and course description.

Signature

Date

Revised: February 9, 2009
Motion: Greg Dover
Second: Steve Rockwell