

## **Procedure: Professional Development**

### **Tuition Reimbursement**

Regularly employed .50 FTE or above non-certificated employees, excluding cabinet members and senior program managers may be reimbursed for tuition costs based on the following criteria:

1. Classes must be job related or applicable toward a declared major or teaching certificate in an undergraduate degree program in a job-related field.
2. All classes must be preapproved by the Tuition Review Committee prior to enrollment.
3. Employees must be employed by ESD while enrolled in classes and at the time reimbursement is requested. Credits earned while on leave of absence from ESD will not be reimbursed.
4. Employees must obtain a C grade or higher, or a "pass" in a "pass/fail" course.
5. ESD Cabinet will establish an amount to be budgeted for the tuition reimbursement fund and a maximum annual per employee reimbursement amount. These amounts will be reviewed annually.
6. If total eligible requests for reimbursement exceed funds available, the percentage of available funds to total reimbursement requests will be calculated and payment made based on the proration of that percent to each eligible request.

### **Tuition Review Committee**

A Tuition Review Committee, consisting of at least one non-management representative from each department, appointed by the department administrator, will oversee the tuition reimbursement program. The Human Resources Director or his/her designee will chair the committee. Committee operating protocols and procedures will be outlined in the ESD Administrative Procedures.