

PROFESSIONAL DEVELOPMENT

DM (R)

TRAINING
OPPORTUNITIES

An employee may request access to or be asked to participate in training activities of many kinds, some kinds of which are defined as reimbursable training.

DOCUMENTATION
OF REIMBURSABLE
TRAINING

Reimbursable training or an employee's decision to decline the training shall be documented by a written memorandum and one or more addenda, signed by the employee and a district representative, and may include a cumulative reimbursement schedule for the convenience of the employee and the district. [See DM (EXHIBIT)]

TRAINING
REIMBURSEMENT
OBLIGATION

An employee's training cost reimbursement obligation is defined as the actual dollar value of that portion of charges for training properly allocable to the employee's use of a training resource or material or employee's participation in a training course or activity.

WORKING DAYS
OBLIGATION

An employee's WORKING DAYS OBLIGATION is defined as a number of working days, calculated by dividing the employee's TRAINING REIMBURSEMENT OBLIGATION by FIVE DOLLARS (\$5.00) credit per day. For example, \$300 in training cost allocable to the employee results in an obligation of sixty (60) working days.

TRAINING
REIMBURSEMENT
PERIOD

An employee's TRAINING REIMBURSEMENT PERIOD shall begin no earlier than the working day next following the later of: (1) the last day of training; or (2) the last day of any previous training reimbursement period established for the employee.

TRAINING COST
REIMBURSEMENT

An employee's TRAINING REIMBURSEMENT OBLIGATION maybe satisfied according to either or both of the reimbursement methods set out below:

1. beginning no earlier than the start date of the reimbursement period, working an additional number of days for the district equal to the employee's WORKING DAYS OBLIGATION;

OR

2. paying off the outstanding balance of the employee's REIMBURSEMENT OBLIGATION, after taking into account any FIVE DOLLAR (\$5.00) per working day credits not previously counted as reimbursement credits against the employee's TRAINING REIMBURSEMENT OBLIGATION.

TRAINING COST DEDUCTION AND WITHHOLDING

If an employee resigns the employee's position or is separated from employment for cause, the district may deduct and withhold from pay or other obligations due the employee any training costs that have not been reimbursed by any means.

EXCLUSIONS

For the purposes of this regulation, training is defined to exclude any training provided by district staff as well as any training provided by other persons or by other means for which no identifiable charge is made to the district.

DISCRETION TO REDUCE REIMBURSEMENT OBLIGATION

In its sole and absolute discretion, the district may elect to reduce the reimbursement amount and shorten the employee's reimbursement period under certain circumstances or conditions. All reductions shall require written approval of the Superintendent. For example, reductions may occur in the event that a reallocation of training costs due to additional participation in the training course or activity or use of material described results in a reduction in the amount properly allocable to the employee's participation.

RIGHT TO TERMINATE

Nothing contained in this regulation or the underlying policy [see DM (LOCAL)] constitutes or is intended to constitute any restriction upon the district's right to terminate an employee at any time for any reason, without notice and/or requirement of cause.

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