

NON-TEACHING EMPLOYEE COURSE REIMBURSEMENT

At times non-teaching employees may be required to further their training when it is deemed necessary by senior administration. Courses deemed necessary by Senior Administration will be paid for by the Division at the time of registration. Prior to registration, Form 2AA from the Procedures Manual must be completed and signed by the employee and submitted to Senior Administration. The employee is required to successfully complete the course. Employees who do not successfully complete the course will be required to reimburse the division for any associated costs. A copy of the transcript or certificate of completion must be provided to Senior Administration, and will be filed in the employee's personnel file. Tuition for self-directed courses will be at expense of the employee.