

REQUEST APPROVAL FOR ASSISTANCE IN CAREER DEVELOPMENT

FOR EDUCATIONAL SUPPORT PERSONNEL

(To be completed prior to taking course work)

Per Article 7.8: Assistance in Career Development - For the purpose of expanding knowledge in a current assignment or to increase opportunities for promotion within the Board of Education, non-probationary, regular employees will be reimbursed up to \$1,500 per year for the successful completion of courses, workshops or seminars, with the advance approval of the Human Resources Department. The Board agrees to budget at least \$35,000 per fiscal year to respond to such request. Employees participating in this program will be reimbursed on a first come basis. If the amount budgeted has been exhausted in a fiscal year, employees will be eligible for reimbursement in the following year.

_____	_____
Name	Position
_____	_____
Address	Location

City/State/Zip	

Employee ID Number	

I would like to request tuition reimbursement for the following Course(s)/Workshops(s):

Educational Institution: _____

Are you currently enrolled in a degree program?

_____ Yes
_____ No

If yes, what degree are you working towards? _____

Please write a brief statement indicating your career goals in relation to attending college courses and/or workshops: _____

CONFIRMATION OF APPROVAL

Approved: _____ Yes
_____ No (_____)

Coordinator of Human Resources: Educational Support Personnel

Date