

EDUCATION REIMBURSEMENT:

A covered employee may be eligible for educational assistance for approved courses taken by the employee at least one (1) year after the hire date. The maximum educational assistance available to employees is subject to the District's budget. Once the budgeted amount is reached, further reimbursement requests will be denied for that budget year.

The District reimburses qualified employees who satisfactorily complete approved courses up to \$2000.00 per year. At the fire chief's discretion, an individual can exceed the \$2000 based on projects of the fund's total usage if approved by the fire chief. Reimbursement includes tuition and book fees for approved courses at accredited universities, colleges, adult education centers, and pre-approved seminars and training programs. Approved courses are those that the District, in its sole discretion, determines:

- a. Are relevant to the employee's present work assignments.
- b. Will promote the employee's job advancement with the District or
- c. Are prerequisites to the employee obtaining an advanced degree.

To qualify for reimbursement, the employee must first obtain prior written approval from the Fire Chief or Designee on a form provided by the Fire District. To receive reimbursement, the employee must submit proof of completion of the course for which reimbursement is sought and receipts for the cost of the tuition and books. An employee who receives a grade slip or letter from the instructor evidencing a "C" grade or above shall be reimbursed for the costs. An employee who receives a grade slip or letter from the instructor evidencing a grade of "D" or below will not be reimbursed for any of the costs.

Study and class attendance must be accomplished while off duty.

Notwithstanding the preceding, a supervisor may, in their discretion, permit study and class attendance during scheduled work hours on a case-by-case basis.

In consideration for having the District pay for the training, and before the employee receives the training reimbursement payment, the employee shall execute an agreement requiring the employee to repay the District 100% of the cost of the training if the employee leaves the District (except an employee's retirement with 20 or more years of career service with the District) within three (3) years from the date the training is completed.