

SCIOTO COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POLICY 3.05.17 EDUCATION EXPENSES REIMBURSEMENT

- A. Each full-time staff person of Scioto County Board of Developmental Disabilities is eligible to apply for up to \$1,000.00 of education expenses reimbursements per fiscal year, which is January 1 through December 31. Total reimbursements will be limited to the amount of Board funds allocated for education expenses reimbursement.
- B. Only specific educational opportunities that are directly related to the staff member's present job duties, or which can be clearly shown to be related to future job duties in the employee's DD field of work, are eligible to be considered for education expenses reimbursement. If this relationship is not clear, then the Superintendent, or designee, will make the final determination.
- C. By virtue of accepting reimbursement, an employee agrees to remain employed by the Board for a period of at least six months after reimbursement. Reimbursement shall not occur if, after the Superintendent's approval, the applicant requesting this is in the process of terminating employment for any reason, such as but not limited to resignation, retirement or disciplinary action. If an employee is reimbursed and then leaves the Board's employ before the specified six months, the reimbursed amount may be recovered through a deduction from the employee's last paycheck. Separation due to layoff is not included in this clause, and employees included in a layoff will be reimbursed in accordance with the rest of this policy.
- D. A procedure and forms will be developed to implement this policy.