

The District shall encourage staff development of skills needed by employees through the provision of training opportunities.

The District shall balance the importance and cost of staff development with the objectives of retaining staff trained at District expense and minimizing the loss of trained staff.

The Superintendent shall develop administrative regulations as needed to ensure the implementation of this policy.

Definitions

For the purposes of this policy:

1. "Employee" shall be defined to include all paraprofessional and auxiliary employees of the District.
2. "Training" shall be defined to exclude any training provided by the 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.
3. "Reimbursable training" shall be defined to include, but without limitation, access to any training resource, material, course, or activity, for which an identifiable charge is made to the District, and some or all of which charge is properly allocable to an employee's use of the training resource or material or participation in a training course or activity.
4. "Maximum reimbursement obligation" shall be defined to be two times the number of normal working days in one year for an employee.
5. "Training cost" shall be defined to include the costs of training resources, materials, courses, or activities, including but without limitation the cost of travel, mileage reimbursement, lodging, and per diem.
6. A day of formal in-District training shall be defined as a structured delivery of instruction to two or more employees in a classroom-like environment for a scheduled time period using a planned written curriculum (e.g., written lesson plans).

Training Specifics

Reimbursable training, when used, shall be provided in a cost-effective and economic manner, and directed toward remedying deficits in an employee's specific knowledge, improving skills needed to carry out the employee's job, or preparing the employee for additional responsibilities essential to the activities of the District.

Reimbursable Training Activities

Reimbursable training activities may include, but without limitation, access to any training resource, material, course, or activity, for which an identifiable charge is made to the District, and some or all

of which charge is properly allocable to an employee's use of the training resource or material or participation in a training course or activity.

Training Cost Reimbursement

The District shall provide reimbursable training to an employee only after the employee has agreed in writing to reimburse the District through continued employment for a number of working days that bears a reasonable relation to the charge that is properly allocable to an employee's participation in the reimbursable training.

If an employee is separated from employment with the District through no fault or action of the employee, the District shall waive and deem fully satisfied all obligations of the employee to the District incurred as a result of the provision of reimbursable training to the employee.

An employee may decline the reimbursable training offered. However, the skills provided by the training may be essential to continued employment or to possible advancement within the District.

Training Cost Threshold for Reimbursement

The District shall not require execution of a reimbursement agreement by an employee unless the charge properly allocable to an employee's participation in reimbursable training exceeds \$300, the training cost threshold for requiring reimbursement.

In determining whether training cost reimbursement is required, the District shall aggregate the costs of all units of reimbursable training that have been or will be provided in accordance with a documented training plan for an employee.

Elements of Training Cost

The District shall include in the training reimbursement cost the costs of training resources, materials, courses, or activities, including but without limitation the cost of travel, mileage, reimbursement, lodging, and per diem.

Maximum Reimbursement Obligation

For each unit of training, an employee's maximum reimbursement obligation is two times the number of normal working days in one year for the employee.

Train the Trainer Cost Reimbursement

When one of the objectives of providing training to an employee is to have the employee provide formal in-District training to other employees, then the reimbursement obligation shall be reduced at an accelerated rate.

For every one day of formal in-District training provided by the employee, one additional day shall be deducted from the employee's reimbursement period, in addition to the day earned for working.

Right to Terminate

Nothing contained in this policy 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.