

**SUPPORT STAFF CAREER DEVELOPMENT OPPORTUNITIES**

- A. At the discretion of the Superintendent, educational and training opportunities may be made available to support staff employees. These employees may be fully, or partially, eligible for reimbursement for reasonable costs incurred in educational and training opportunities, as determined by the Superintendent, and the determination shall be made by the Superintendent prior to the beginning of courses or training. Reimbursement for courses will be the cost of the course or the USM course rate, whichever is less.
- B. Employees required by the District to take courses or other training shall be reimbursed for said courses or training.
- C. A request for approval to attend the course or training is to be submitted to the employee's immediate supervisor for review and a recommendation sent to the Superintendent for consideration of approval. In order to qualify for approval the development opportunity must be in an area which will facilitate district school improvement goals, job target goals, and be directly related to the employee's work assignment.
- D. To receive reimbursement the employee must have passed the course or have attended the training and fulfilled any requirements related to that training.
- E. If an employee receives reimbursement for a course the employee, if offered employment by the district, must return to the district for one year after being reimbursed for the course(s). If the employee fails to return or leaves during that year, the employee will reimburse the district the equivalent of the cost of the course or for credits at the USM rate, whichever is less.
- F. Support staff employees shall be eligible for reimbursement of all approved credits each year.

Adopted: October 2, 1997  
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Revised: March 14, 2018



