

Warren-Newport Public Library District **Staff Manual**

314 Educational Assistance

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The Warren-Newport Public Library District (WNPLD) recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the District.

WNPLD will provide educational assistance to all eligible employees who have completed one year of service in an eligible employment classification. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through the completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

- Regular full-time employees
- Regular part-time employees

Individual courses or courses that are part of a degree or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. WNPLD has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact the Executive Director for more information or questions about educational assistance. Educational assistance must be approved in writing by the employee's Department Head and the Executive Director.

The Warren-Newport Public Library District's educational assistance program is contingent on the availability of funds allocated in the library's budget. Early application for educational assistance is encouraged.

The library will reimburse the employee for up to six credit hours per semester (or quarterly equivalent) according to the following schedule:

- Regular full-time employees (37.50 normal weekly hours) will have 50% of their tuition reimbursed by the library.
- Regular part-time employees working 30.00 to 37.25 normal weekly hours will have 40% of their tuition reimbursed by the library.
- Regular part-time employees working 20.00 to 29.75 normal weekly hours will have 30% of their tuition reimbursed by the library.

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The Warren-Newport Public Library District will reimburse the employee as indicated above upon the successful completion of the course with a grade of B or better. Proof of course completion and grade attained must be presented before reimbursement is made. If the employee does not complete the course or fails to attain a final grade of B or better, he/she will be required to repay WNPLD for any payments made by WNPLD for that course.

WNPLD invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. Educational assistance in the form of tuition reimbursement as described above is considered a loan that will be forgiven after 18 months of employment by the employee after completion of the course. Completion of the course is defined as the date indicated on the final grade report of the course. Accordingly, if an employee voluntarily separates from WNPLD's employment within 18 months of the completion of the course, the employee will be required to repay WNPLD 100 percent of all payments made by WNPLD to the employee for educational assistance.

Time spent traveling to and attending class is not considered part of the employee's work week and is not compensable.

While educational assistance is expected to enhance an employee's performance and professional abilities, WNPLD cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.