

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Educational Assistance  
**POLICY NUMBER:** 3120

**3120.1** Employees of the Library District are encouraged to pursue educational opportunities that are related to their present work, that will prepare them for foreseeable future opportunities within the Library District, or that will prepare them for future career advancement in librarianship or as a para-professional. To be eligible for reimbursement of course costs, the employee must receive prior written approval for the class(es) from the District Librarian, who shall have sole and absolute discretion to determine eligibility for reimbursement pursuant to this policy.

**3120.2** Two types of classes are generally eligible for reimbursement per this policy:

**3120.2.1** Classes that are related to the employee's present work assignment or which may prepare him or her for future foreseeable opportunities within the Library District. Such classes may be taken individually and need not be directed toward a degree or certificate.

**3120.2.2** Classes that are taken as part of the requirement for a degree or certificate.

**3120.3** The Library District may reimburse regular employees for approved courses of study by the following criteria:

**3120.3.1** The Library District may refund the entire cost of tuition and required class materials will be made if the employee received a grade of "B" or higher for the class.

**3120.3.2** The Library District may refund one-half (½) of the cost of tuition and required class materials will be made if the employee received a grade of "C" for the class.

**3120.3.3** The Library District will make no refund to employees who receive a grade below "C" for the class.

**3120.3.4** The total amount that the Library District may reimburse an employee for educational assistance is limited to \$2,500 in any calendar year.

**3120.3.5** Educational reimbursement is based on an eight (8) hour day of a forty (40) hour work week. Employees working less than forty (40) hours per week will receive a pro-rata allocation of educational reimbursement.

**3120.3.6** Class time will not be considered part of the work week.

**3120.4** Requests for reimbursement must be submitted in writing. The employee will be notified of final approval or the reasons for disapproval. Those requests for reimbursement that are received after the class begins will be eligible for only one-half ( $\frac{1}{2}$ ) of the usual reimbursement.

**3120.5** Upon completion of the class(es) the employee is responsible for providing copies of the grade slip(s) and expense receipt(s) to the District Librarian.

**3120.6** Only campus-based or web-based courses may be approved for reimbursement.

Adopted 02/27/06