

5.12 Education and Training Assistance/Tuition Sponsorship

We encourage full-time employees to broaden their job-related knowledge by enrolling in outside educational courses and training. Employer will pay for the cost of tuition, books as follows.

Full-time Education Coordinators, Education Assistants, teachers and teacher aides who have completed one full year of employment will be paid tuition, books when the employee meets the following criteria:

1. Pursuing an Associates of Arts Degree or higher.
 2. Attending college to obtain a bachelor's degree or higher will be sponsored one class and one book: with area manager approval.
 3. Teacher-Assistants attending college will be sponsored 1 book and 1 class only after 2 areas of the THEA exam is mastered or is exempt for the test.
1. You complete the course or training with a passing grade. A passing grade is considered a "C" or better.
 2. You are actively employed by the employer during the entire course
Actively employed means no "Workmen's Comp" or FMLA.
 3. The content of the course is job-related, and a signed degree Plan and current transcript are on file.

To receive sponsorship, you also must receive approval from your supervisor before enrolling in any outside courses or training. For more information on approved courses and training, contact the Personnel Department.

College Sponsorship Course Withdrawal –Any person sponsored by NINOS will be responsible for class attendance, if a class is dropped the student will be responsible to pay the class or the percentage due after drop date given by the college or university.

5.13 Attending Training and Educational Programs

From time-to-time you may wish to, or the Employer may request you to attend training or educational program, or another business-related program, away from the workplace.

If the program is one you wish to attend, but is not required by the employer, you must request an approved leave of absence at least two weeks prior to the start of the program. Make your request to your supervisor. If the program is not directly related to your employment responsibilities, and if your supervisor approves the leave, the leave is without pay. If the program is directly related to your employment responsibilities, and if your supervisor approves the leave, the employer may choose to pay you for your time away from work and for any fees and expenses directly related to the program.

If the program is one which the employer requires you to attend, you will receive your normal salary or pay for your time away from work. The employer will also pay for any fees and expenses directly related to the program.

The employer will reimburse you for any fees or expenses you pay which the employer approves in advance of the program. To receive your reimbursement, submit receipts or copies of receipts to the Payroll Department for all fees and expenses you claim. Submit this documentation within three days of your return to work following completion of the program