

LNRA BOARD POLICY
208 - EDUCATION ASSISTANCE PROGRAM

208.10 PURPOSE

LNRA is committed to furthering staff development by providing for expenses for technical and college level courses in job-related fields. All employees will receive the same opportunity for education.

208.20 POLICY

208.201 PRE-REQUISITES

The employee must be working in a position in which additional course work would be directly beneficial to LNRA; and

The employee must have sufficient background so that the selected course will be meaningful in relation to the needs of LNRA; and

The course of study must be in a field related to the professional development of the employee as required by LNRA.

208.202 ELIGIBLE COURSES

The approval for reimbursement will be dependent upon the course and its relevance to the employee's current or future potential positions.

Eligible courses include the following:

- Courses required to complete an Associates Degree in a technical field.
- Courses required to complete a Bachelors degree, specifically related to the degree and considered upper level courses.
- Graduate level courses (i.e. Masters Degree)
- Courses required to obtain a professional license and/or certification.

Prior to commencement of each course, the employee must submit a completed Employee Assistance Program Request Form to his or her immediate supervisor. The General Manager will make the final approval.

208.203 EXPENSE ELIGIBILITY AND REIMBURSEMENT

- College Course Work
 - Employee will be reimbursed on a tiered scale based on grades. Eligible expenses include tuition, text books, registration, and approved fees.

- Other miscellaneous expenses are not reimbursable.
- LNRA urges employees to apply for financial aid when possible. Actual reimbursement by LNRA will be reduced by the amount of financial aid received by the employee covering the eligible costs that otherwise might be paid by LNRA.
- If a required class is available only during regular scheduled work hours, the employee may submit a written request to their direct supervisor explaining the circumstances. The supervisor will make a recommendation to the General Manager for a final decision. Prior approval of both the direct supervisor and General Manager is needed before registering or attending the course. If approved, the time away from work must be made up during the same workweek; otherwise, it will be deducted from the employee's vacation leave balance.

208.204 LICENSES, RENEWAL OF LICENSES, AND CERTIFICATIONS

The Education Assistance Program will cover certifications, (ie. CPA, Registered Professional Engineer, etc.) at 100%. Requests must be made in writing to the direct supervisor and a recommendation will be made to the General Manager for a final decision. LNRA will reimburse annual registration or licensing fees required to maintain State and/or Regulatory certification. With supervisor approval, employees are allowed paid time off to sit for professional certification and/or licensing examinations. Any time taken in excess of the allowed time shall be deducted from the employee's vacation leave balance.

208.205 REQUEST AND REIMBURSEMENT PROCESS

The employee will initiate the approval process prior to enrolling in the course(s). Employee must complete the Employee Education Assistance Program Reimbursement Form and submit it to their direct supervisor. After supervisor approval, the Form must be submitted to the General Manager for approval. Reimbursable expenses must be submitted for payment within 30 days from the end of the semester or term or within 30 days after final grades for the course are posted, whichever occurs later. Reimbursement for eligible expenses will be made according to the chart below:

Grade	% Reimbursed by LNRA
A	100%
B	80%
C	70%
D or lower	0%

The official grade record and itemized receipts documenting all expenses should be provided to the Human Resource Department before reimbursement will be made.

Approvals are only valid for the current semester or course. Initial approval of a course(s) does not obligate LNRA to future/continued approval of other course(s) in the course of study.

208.30 RESPONSIBILITIES

208.301 GENERAL MANAGER

The General Manager will designate LNRA employees who will be responsible for the administration and coordination of this policy. The General Manager shall also insure that practices and procedures are developed which effectuate this policy.

EFFECTIVE: March 21, 2017, Revised April 19, 2017

**EMPLOYEE EDUCATION ASSISTANCE PROGRAM
REQUEST FORM**

Name: _____

Position: _____

Semester Date: _____

Planned Curriculum: _____

Course(s) to be taken: (Attach a complete description of the course and schedule.)

Attach a sheet with a complete listing of courses that will be taken in the future to complete the planned curriculum.

School or College to be attended: _____

Reimbursement Amounts:

Cost of course(s): _____

Cost of books: _____

Supervisor Comments:

Approved *Not Approved*

Signature: _____

Date: _____

General Manager Comments:

Approved *Not Approved*

Signature: _____

Date: _____

**EMPLOYEE EDUCATION ASSISTANCE PROGRAM
REIMBURSEMENT FORM**

Name: _____

Position: _____

I am requesting reimbursement for the cost of tuition and books at the appropriate rate as outlined in Board Policy 208. Attached is a copy of my grades and receipts of expenses.

Please complete table.

Course	Grade	Tuition Cost	Books Cost	% Reimbursable	Total to be reimbursed by LNRA

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Human Resources: _____

Date: _____

Accounting Department: _____

Date: _____