

JERSEY SHORE AREA SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: PROFESSIONAL GROWTH

ADOPTED: January 25, 2010

REVISED:

533. PROFESSIONAL GROWTH	
1. Purpose	Continued study is a prerequisite for continued growth and advanced ability to undertake increased responsibility. Therefore, these guidelines are established for all classified employees.
2. Guidelines	<p>All full-time nonteaching employees of the district who intend to enroll in job-related educational programs shall be reimbursed for those programs, if they are requested to enroll in courses by the school district.</p> <p>Approval of the request is contingent upon the recommendation of the immediate supervisor and the Superintendent. Prior approval of the Board is required.</p> <p>Payment shall be made to the employee by separate check, upon successful completion of the educational course of study and proof of payment of tuition.</p> <p>Employees leaving the service of the school district before receiving the reimbursement payment will forfeit entitlement.</p>