

BOARD POLICIES	EMPLOYEE EDUCATIONAL BENEFITS (BP-7022) METRO TECHNOLOGY CENTERS	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

Metro Tech course discount for employees:

The Board believes that employees should have an opportunity to participate in educational programs offered by the District. Therefore, employees are eligible to enroll, on a space-available basis, in adult and career development courses conducted by the District without paying tuition, under the following conditions:

- A. This policy applies to full-time and part-time employees.
- B. The employee satisfactorily completes the course in which he/she has enrolled. Tuition reimbursement may be required if the course is not successfully completed.
- C. Attendance in the course shall not be during an employee's scheduled work hours unless job related and specifically approved in advance by the employee's supervising administrator.
- D. The employee shall pay the cost of books, supplies, and related fees.

Metro Tech course discount for district retirees and full-time employee family members:

District retirees and family members of full-time employees shall be eligible to enroll, on a space available basis, in adult and career development courses conducted by the District at a fifty percent (50%) tuition cost under the following conditions:

- A. Retirees must have a minimum of 10 years of service with the District and must have retired, not resigned.
- B. For purposes of this section, family of full-time employees is defined as spouse and dependent children up to age 25, including children under legal guardianship.
- C. The individual completes the course in which he/she is enrolled. Tuition reimbursement may be required if the course is not successfully completed.
- D. The individual shall pay the cost of books, supplies and related fees.

2.0 CROSS REFERENCE: N/A

3.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
08-Oct-84	A	Adopted
08-Nov-93	B	Revised
08-May-95	C	Revised
24-Jun-02	D	Revised

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22-Sep-03	E	Reformatted
15-Dec-03	F	Legal references reviewed and revised as necessary
22-Nov-04	G	Revised
03-Nov-09	H	Revised
11-Dec-12	I	Reformatted; clarified that tuition reimbursement may be required if course not successfully completed; added benefit for District retirees with ten or more years service
02-Apr-13	J	Revised: removed "immediate" from family. Per legal counsel recommendation, removed Legal Reference.
07-May-13	K	Blanket approval granted by Board of Education to update all policies to approved format and to remove two sections: 2.0 Legal Reference and 5.0 PCF Framework

***** End of Policy *****