



POLICY No.: K-2  
DATE ADOPTED: MARCH 7, 2001

## TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

### Policy on Employee Education & Training

#### **Purpose:**

To define the Board's endorsement of employee training and set the levels of reimbursement for the cost of those programs. The Board understands the importance of a trained work force. The Board also understands the importance of insuring that public funds are used only for public purposes. This policy attempts to define educational reimbursements in terms of these two principles.

The various job related educational and training opportunities available to town employees tend to fall into three categories. Each of these categories has an associated reimbursement plan and participation guidelines.

#### **Policy:**

1. The Town categories job related course work as follows:

**Continuing Education:** these are classes associated with courses of study. They are typically part of a college degree or certificate program. These classes typically run once or twice a week for several months. Some of the required and/or elective courses may be all or in part job related, some may not be at all. Attainment of the associated degree or certificate may be required for professional advancement.

**Professional Certification Courses:** Each course is typically two to five days long and has an associated certifying examination. These courses may be grouped into professional certification categories. Some or all of the work may be job related. Attainment of the associated certification may be a requirement for professional advancement.

**Skill Seminars:** Each class is typically several hours to several days long. There is typically no associated certification or examination. These courses are generally not part of a professional development program and are intended to impart a particular skill or skill set to the attendees. Most or all of the work should be job related. Completion of the course work is typically not a requirement for professional advancement.

2. Requests for town reimbursed or town paid training must be approved in advance.
3. Funds for tuition reimbursement must have been included in the Town Meeting appropriation.
4. The Town must receive benefit from the employee attending the class or seminar. In all

cases, the class or seminar must be specifically job related to qualify for payment or reimbursement.

5. The employee's supervisor will identify the requested training as one of the three categories identified in item #1. The guidelines for attendance and reimbursement approval is defined below.

6. Guidelines for continuing Education Programs.

The Town will reimburse employees for up to one job related class per semester. The class must be approved in advance. The Town will not reimburse the employee for books, materials, transportation, or other costs associated with the course. All books and materials will be the employee's property. The class is assumed to be part of the employee's personal professional development and is assumed to occur on the employee's time. If the class occurs during business hours, that time is either unpaid or taken against accrued vacation. If the class is held during business hours, the employee's supervisor must grant approval. Tuition reimbursement requires a submitted copy of the enrollment and grade reports showing cost and performance. Reimbursement of tuition is based on the final course grade. The rate of reimbursement is 100% for an A (90-100), 80% for a B (80-90), 60% for a C (70-79). No reimbursement is available for grades under a C (69 or less). Pass/Fail courses are reimbursed at 90% for a passing grade with no reimbursement for a failure.

7. Guidelines for Professional Certificate Courses.

The Town will reimburse employees for up to three job related certification courses per year. The class must be approved in advance. The Town will reimburse the employee for books and materials. Transportation or other costs associated with the course will generally not be reimbursed. The Board of Selectmen may choose to reimburse for travel with a majority vote. All books and materials will be the Town's property. The class is assumed to be primarily part of the employee's personal professional development and is assumed to occur on the employee's time. If the class occurs during business hours, that time is either unpaid or taken against accrued vacation. If the class is held during business hours, the employee's supervisor must grant approval. Reimbursement requires a submitted copy of the enrollment and associated certification test results showing cost and performance. The cost will be fully reimbursed upon successful completion of the associated test. There is no reimbursement if the test is failed or not taken. Reimbursement for certification courses requires a signed letter of commitment from the employee. This letter states the employee's intent to remain with the Town for a period of eighteen months after completion of the associated certification test. Should the employee resign prior to the eighteen months, the employee agrees to refund the cost on a prorated basis (one eighteenth of the reimbursement for each month).

8. Guidelines for Skill Seminars.

The Town will pay for or reimburse employees for up to two job related seminars per year. The seminar must be approved in advance and must be directly job related. The content of the seminar must impart a skill or knowledge which will directly benefit the Town. The Town will pay for or reimburse the employee for any books and materials. Transportation or other costs associated with the course will also be reimbursed. All books and materials will be the Town's property. Attendance at the class is assumed to be primarily result of Town need rather than as a part of the employee's personal professional development and is assumed to occur on the Town's time. If the class occurs during business hours, that time is paid. If the class occurs outside the normal business hours, the time is not paid.

9. This policy does not apply to official certification programs offered by professional organizations such as the Massachusetts Municipal Association. Such programs, when approved by the employee's supervisor and attended by the appropriate public officials will be fully paid. Such payment will include reimbursement for expense
10. This policy applies to employees of the Town who fall under the control of the Board of Selectmen and to training opportunities not covered by collective bargaining agreements.
11. This policy applies to employee initiated "off site" training.
12. Situations in which the Town hosts such programs are outside the scope of this policy.
13. This policy will apply to all classes or seminars not currently in session or approved at the time of adoption.