

CAREER DEVELOPMENT AND EDUCATIONAL ASSISTANCE

The Association recognizes the skills and knowledge of its employees are critical to the success of our organization. The educational assistance program encourages personal and professional development through formal education to assist employees in maintaining and improving job-related skills.

The educational assistance program was developed for regular full-time employees to help ensure continued improvement of ability and performance for their current position. It should be understood that we cannot guarantee participation in formal education will entitle an employee to advancement, a different job assignment, pay increases, or continued employment with the Association.

Educational assistance is provided to employees who have completed twelve months of employment and have a record of satisfactory performance and attendance with the Association. To maintain eligibility, employees must remain an active employee and be performing their job satisfactorily through completion of each course.

The Association will pay one-hundred percent (100%) of the tuition expense associated with taking up to six (6) units of collegiate coursework taken during the fall or spring semester (excludes summer semester) for a total of twelve (12) units per school year. Further, the Association may grant the employee time off with pay for three (3) units of course work per semester, with prior approval from the unit Director.

To qualify for the program:

- (1) Advance approval must be granted by the employee's unit Director, and Director of Human Resources;
- (2) The employee must have completed at least one year of satisfactory employment in a full time (or part-time with full benefits) capacity, and be actively working throughout the respective semester.
- (3) The employee must receive a passing grade to receive funding for the tuition. In cases where less than a passing grade is received, the employee will be required to repay the Association any fees provided by the Association for that respective course.
- (4) Funds must be available in the respective employee's unit budget. Priority for funds will be given to those employees who enroll in courses at California State University, Fresno ("Fresno State").
- (5) For those employees attending Fresno State, the Association will pay up to the maximum annual amount for "registration fees" per semester, and will pay for text books associated with this coursework.

Employees are encouraged to take job-related courses, regardless of whether or not they are seeking a college degree.

The maximum amount of tuition expense the Association will pay is \$5,250 per fiscal year (July 1 through June 30).

The Association does not pay for any other educational related expenses other than tuition.

Seminars, workshops and conferences: These particular training events, while important to professional development, are different than attending collegiate coursework. The unit Director must approve attendance in advance and funds must be available for these training events.