



TONY LAWRENCE EDUCATIONAL ASSISTANCE FUND

Reimbursement Policy

PURPOSE

The work performance of an employee is a vital key to the success of our organization. Providing professional development to our employees is an investment in their careers and the organization's future.

The purpose of this reimbursement for professional development is to provide employees with professional development opportunities that increase their skills and enhance their contributions to the organization.

GUIDELINES

Full-time regular employees, defined as employees with a work status of at least 30 hours per week, are eligible for reimbursement for education costs that are approved by the organization. It is the employee's responsibility to seek out the courses and other training mediums that will enhance his or her career development and are in line with the organization's mission.

CRITERIA

1. All regular full-time employees are eligible for professional development reimbursement.
2. Professional development can be obtained through attendance at seminars, educational courses and programs that once acquired will assist the employee in performing his or her essential job functions and increase the employee's contribution to the organization.
3. Employees must request permission from their immediate supervisor for review and pre-approval to attend and to receive reimbursement for desired training and/or resource. The request must include applicable course of study, purpose, job relevance, cost, dates, times of coursework and name of the institution or source of training.
4. Employees would then bring this approved material to HR for review and final approval.
5. Upon satisfactory completion of the training and/or coursework, the employee must provide documentation to support completion and payment in order to receive reimbursement.
6. Reimbursement Amounts:
 - a. A Pass/Fail or Obtain certification= 100% Reimbursement if passed successfully
 - b. An "Incomplete" or unattended class is not eligible for reimbursement.
7. Employees accepting the terms of this policy will be required to provide written authorization of the acceptance by HR.
8. The maximum amount of assistance the fund provides is \$1000.

I acknowledge I have read and understood the contents of this form regarding the Reimbursement Policy for the Professional Development program.

Employee Signature: _____ Date: _____

Print Name: _____



Reimbursement Policy

Attachment

For HR Office Use Only – Payment Advance

In the event that a special consideration is made for Heritage on the Marina to pay for the cost of the approved training and education in advance, employees who do not pass the class are required to pay back the entire funds through their paychecks through four consecutive payrolls.