



OTHER BENEFITS

02.07.07 Educational Assistance

PCCLD recognizes that the skills and knowledge of its employees are critical to the Library's reputation of providing outstanding service. The educational assistance program encourages personal/professional development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within PCCLD.

PCCLD provides educational assistance to all regular full-time and regular part-time employees who have completed one year or more of service, subject to the availability of financial resources within PCCLD's budget. The maximum educational assistance available for eligible employees may be up to \$1,500.00 **\$7,500 per calendar year for a Master's degree in Library Science** based on available funding. **For those eligible employees seeking a Bachelor's degree, Master's degree, or licensing or certification for an approved program the maximum educational assistance available may be up to \$5,000 per calendar year** based on available funding. Flexible schedules may be made available to allow employees to attend required classes. To maintain eligibility employees must remain on the active payroll and not be the subject of a current performance improvement action through completion of each course. Employees under the performance improvement process are not eligible to apply for educational assistance.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. PCCLD has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees are encouraged to discuss their interests in continuing education with their Manager. In addition, employees should contact the Human Resources Department for more information or questions about educational assistance.

To apply for educational assistance, employees should complete and submit an **Educational Assistance Application and Loan Agreement** form available on the Employee Portal Intranet or from the Human Resources Department. Forms must be submitted for review and be approved by the Executive Director prior to the beginning of class(es). Reimbursement is subject to employees passing course(s) with a final grade of "C" or better. Employees may receive reimbursement for required textbooks, if such textbooks are donated to the PCCLD at the completion of the course.

While educational assistance is expected to enhance employees' performance and professional abilities, PCCLD cannot guarantee that participation in formal education results in automatic advancement, to a different job assignment, or pay increases.

PCCLD invests in employees' educational assistance with the expectation the investment be returned through enhanced job performance. However, if an employee voluntarily separates from PCCLD's employment within six months of the last educational assistance payment, the amount of the payment is considered only a loan. Accordingly, the employee is required to repay the full amount of the original educational assistance payment.

EMPLOYEE GUIDELINES