

POLICY

GREENWICH TOWNSHIP BOARD OF EDUCATION

SUPPORT STAFF MEMBERS
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Employee Training

4240 EMPLOYEE TRAINING

The Board of Education believes that continuing training and study is essential to the improvement of employee performance and the acquisition of technological skills. The Board encourages all employees to participate in appropriate training programs.

The Superintendent shall prepare rules for employee participation in programs of job skill improvement. The rules will include methods of reporting and verifying claims for participation in such activities.

The Board will reimburse employee requests for attendance at training programs provided participation has been approved in advance by the Superintendent.

The Board of Education shall reimburse eligible employees for any course of study taken at an accredited college after they have submitted the following to the Superintendent:

1. Verification of a passing grade; and
2. Proof of amount of tuition payment.

All categories of eligible employees are restricted to a maximum reimbursement per year. For this determination, a year shall be considered as a fiscal year, that is, from July 1 through June 30. The dollars to be accumulated toward each individual employee shall be counted as of the completion date of the course, regardless of when the actual cash reimbursement is made.

Adopted: 14 March 2005

