



6-11 POLICY ON EDUCATION BENEFIT

At the discretion of SYCAMORE PARK DISTRICT, employees may be given the opportunity to take educational courses related to their position within SYCAMORE PARK DISTRICT. Interested employees should consult with the Executive Director. SYCAMORE PARK DISTRICT resources are limited, and the Executive Director will evaluate individual requests.

If a full-time or IMRF employee and has worked for SYCAMORE PARK DISTRICT at least one year, they maybe may be eligible to participate in SYCAMORE PARK DISTRICT's tuition reimbursement program.

SYCAMORE PARK DISTRICT will partially reimburse the employee for tuition for certain courses that it believes are job related. Eligible courses must be directly and substantially related to an employee's improving productivity in their current job. (Costs for textbooks and materials will not be reimbursed). The amount the employee receives will depend on SYCAMORE PARK DISTRICT's approval and upon passing the course and a minimum grade of C and will not exceed an annual reimbursement of \$1,000.

To receive tuition reimbursement, an employee must apply and be approved before the course begins. If approved, the employee pays the initial course fees. Once the employee receives a grade(s), the employee should provide a copy of the tuition bill and the final grade to the Administration.

Unless specifically approved in writing by the Administration, course work may not be performed during business hours.

If an employee resigns or is terminated for cause before receiving a grade, OR after receiving a grade but leaves the employ of Sycamore Park District for any reason in less than one year after the park district receives the employee's grade, then the employee will not be reimbursed for tuition expenses. If an employee resigns or is terminated for cause within twenty-four months after receiving reimbursement, the employee must repay SYCAMORE PARK DISTRICT in full.

Adopted on:

Revised on:
November 2021