**TMSA Professional Development Policy**

**Objective**

The purpose of this policy is to provide employees with professional development opportunities that increase their skills and enhance their contributions to TMSA.

**Policy**

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

Full-time regular employees are eligible for reimbursement for education costs that are approved by TMSA. 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 TMSA’s mission.

**Procedure**

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 degree programs that once acquired will assist the employee in performing his or her essential job functions and increase the employee’s contribution to TMSA.

3. Other professional development expenses that are reimbursable under this policy are membership fees to professional organizations, registration fees for meetings, conferences, workshops and seminars, fees and subscriptions for scholarly journals, books, and computer-based resources.

4. Employees must request permission from their supervisor for review and 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.

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. Maximum reimbursement will be up to $0.00 annually. If not used, the amount does not roll into the next calendar year; it is forfeited.

7. Eligible employees are entitled to \_\_ working days of professional development to be approved at the discretion of TMSA administration and in line with the school calendar.

8. As a matter of record, employees accepting the terms of this policy will be required to provide written authorization of the acceptance, as well as an agreement to remain with the organization for one year from the date of the educational reimbursement. If the employee terminates within that year, he or she will be required to pay a monthly prorated amount to the organization.

*Example: If the employee receives reimbursement in June, then decides to terminate in November, he or she will owe the organization seven months of the $2,500.00 reimbursement. The employee will have worked five (5) months since June by the time he or she terminates in November, leaving seven months to complete one year.*

*Twelve (12) months divided by $2,500.00 = $208.33 times seven months = $1,458.33 owed to TMSA.*