

## **TMSA Reimbursement Policy for Subsequently Approved Professional Development**

### **Objective**

The purpose of this policy is to provide employees with an avenue for reimbursement for professional development\*.

### **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, computer-based resources, exams or any other professional development related expenses.
4. Procedure.
  - a) Employees must request in writing permission from their supervisor for review 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.
  - b) Upon satisfactory completion of the training and/or coursework, the employee must provide documentation to support completion and payment in order to receive reimbursement.

- c) Upon review of request and completion of the training and/or coursework, approval will be granted or denied.
- d) If approved, reimbursement requests will be presented and processed by the Director of Operations.

5. Maximum reimbursement will be up to \$500.00\*\* annually. If not used, the amount does not roll into the next calendar year; it is forfeited.

\*Please note that it is strongly encouraged that professional development is prepared prior to registration and payment, as this process is an option, but does not guarantee reimbursement.

\*\* Employees should work with the Principal for annual professional development resources available beyond this tuition reimbursement policy. It is our goal to support continuing education.