

EDUCATIONAL ASSISTANCE POLICY

The Mesa County Public Library District (MPCLD) has the ability to offer educational assistance to eligible staff members pursuing degree programs or technical training outlined as priorities by the Library's management.

Educational programs that qualify for assistance consideration include: Master of Library and Information Science (MLIS), technical certification, or other graduate or undergraduate degrees for pertinent Library positions, or coursework directly related to the employee's essential functions of their position description.

Assistance is provided in the form of tuition reimbursement and/or release time for coursework. Reimbursement amounts will not exceed \$3,000 per calendar year per individual. Budget considerations and staffing priorities will determine the number of recipients per year.

Eligibility for educational assistance:

- Complete a minimum of one year of continuous employment with the Mesa County Public Library District.
- Three-quarter or full time employee
- Have a current positive performance evaluation.
- Meet institutional requirements for admission to a qualifying educational program.
- Maintain the requisite satisfactory grade level (B for undergraduate courses; B for graduate school coursework, or certification of successful completion of technical training).

Commitment of awarded recipients:

- Commit to present annually on some aspect of one's coursework and/or current/emerging trends at one of the following venues: staff meeting, lunch & learn, or regional workshop/conference.
- Complete or implement one project for the benefit of Mesa County Public Library District during the completion of the degree program. Projects must be pre-approved by the supervisor and Library Director. Projects may also satisfy course work and/or degree requirements.
- Continued employment at Mesa County Public Library District for twelve months after completion of the previous year's course work for every year that employee receives educational reimbursement. If employment is terminated before that time, the employee will reimburse the Mesa County Public Library District on a pro-rated basis. Employee repayment value will be negotiated with the Educational Assistance Committee, appointed by the Library Director.

Application Procedure

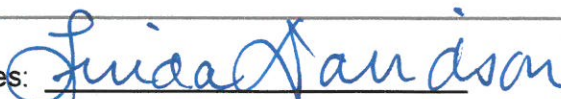
1. Employees who want to participate in the program shall complete an application form, obtained from the Human Resource Director or the staff wiki.
2. The application for Educational Assistance must be approved by the Educational Assistance Committee **prior to** the employee enrolling in the course/program.

Reimbursement Procedure

Upon successful completion of a semester, program, or course, the employee should provide the Human Resource Director with an official grade report and an invoice detailing costs incurred.

For additional information, contact the Human Resource Director.

Approved by the Board of Trustees:
July 30, 2009

 Linda Anderson President