

EXPENSE REIMBURSEMENTS FOR EMPLOYEES

COURSE PAYMENTS

Course Payments (Policy DJD)

“Subject to a written agreement and the prior approval of the Superintendent, the Secretary-Treasurer, or their designate the Division shall, upon successful completion, pay full or partial costs of tuition for an employee in non-instructional roles taking courses in recognized programs such as but not limited to Chartered Professional Accountant (CPA), Cisco Certification, Approved Language courses, and National Payroll Institute (PCP).

It is understood that should an employee who has received remuneration or course payments as above, voluntarily terminate their employment with the Division within two years of receiving such remuneration, the employee will repay the Division in full.

By signing this form I understand and agree that should I terminate my employment with the Division within two years of receiving such remuneration, I will repay the Division in full.

Employee Name (please print)

Employee Signature

Date