

Item 6d – Policies and Procedures Manual Updates / Revisions replacing Part I Section 33 Conferences with Policy 3130 Conferences

Plan B – May be Added to the Revised Policy Draft

3130.5. Policy Statement. The District invests in the professional development of its employees by covering the costs of conferences, training programs, and other related events. In return, employees are expected to apply the knowledge and skills gained for the benefit of the company. If an employee resigns shortly after attending such events, the District may seek reimbursement for the associated costs and shall be computed by Human Resources in consultation with the Department of Finance and Administration.

3130.6 Reimbursement Conditions

3130.6.1 Reimbursement Period: Employees who resign within six (6) months of attending a District-funded conference, training program, or professional development event will be required to reimburse the company for the full cost of attendance, including registration fees, travel, accommodation, and other related expenses.

3130.6.2 Prorated Reimbursement: If the employee resigns between six (6) months and one (1) year of attending the event, reimbursement will be prorated as follows:

- 6 to 9 months: 75% of the total cost
- 9 to 12 months: 50% of the total cost