

EAST PENN SCHOOL DISTRICT

SECTION: CLASSIFIED EMPLOYEES

TITLE: SKILLS IMPROVEMENT
PROGRAMS

ADOPTED: February 8, 1993

REVISED:

	533. SKILLS IMPROVEMENT PROGRAMS
1. Purpose	The Board believes that improvement of personal job skills of its classified employees can be of definite benefit to the district.
2. Authority	The Board authorizes the Superintendent to develop a procedure for reimbursement of tuition or similar fees incurred by classified employees who attend a course, workshop or seminar directed toward improvement of skills in accordance with the following guidelines.
3. Guidelines	<ol style="list-style-type: none">1. The skills involved are directly related to the job requirements of the currently assigned position.2. A positive cost-benefit relationship exists for the district.3. Participation in the program is specifically requested or recommended by the responsible administrator and the Superintendent.
	<p>This replaces former policy GCD</p>