

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT

Office of Human Resources and Equal Opportunity

UNIT A

EDUCATIONAL ASSISTANCE

The District shall maintain a fund for assisting unit members to pay for required tuition, fees, and textbooks to attend any work related class at an accredited college, university, trade school/workshop. The fund shall be \$5,000 per year. Remaining money shall be rolled over to the next year but the maximum fund shall be not more than \$8,000. Educational Assistance Funds may be used during a Staff Development Leave.

1. The employee shall demonstrate that he/she successfully completed the class.
2. Advance payment for trade school/workshop with approval of supervising manager.
3. An employee may receive up to a maximum of \$1,000 per fiscal year.
4. Assistance shall be on a first come first serve basis, until the fund is depleted.

TRAINING FUND

From money saved by contracting for services, \$5,000 per year shall be committed to be used as training funds for unit members:

1. The worker shall provide evidence of successfully completing the class.
2. Assistance shall be on a first come first serve basis, until the fund is depleted.

To Be Completed By The Employee: Circle One:

Educational Assistance

Training

Date Of Course: _____

Date Course Completed: _____

Amount Requested

Tuition \$ _____

Fees \$ _____

Textbooks \$ _____

Total \$ _____

Information on course : _____

Employee Name (print)

Employee's Signature

Social Security Number

Include official transcript verifying successful completion of the work-related class and receipts identifying tuition, fees and textbooks.

To Be Completed by the Administrator:

I verify that this class is a work-related class.

Administrator's Name (please print)

Administrator's Signature

Date

(For Human Resources Use Only)

Director, Human Resources (signature)

Amount Reimbursed \$ _____

Processor (signature)

Date of Reimbursement: _____

MM 6/1999