

ST. JOSEPH ACADEMY
(SJA)

Department:	Human Resources
Number:	300.30
Effective Date:	02/01/2020
Review Date:	7/13/2023
Revised Date:	7/13/2023
Page:	1 of 1

I. Policy: Continuing Education Policy

St. Joseph Academy supports employees who wish to continue their education and/or obtain licensing credentials in an effort to secure increased responsibility and growth within their professional careers. It is our policy that in the event St. Joseph Academy sponsors, funds, or reimburses continuing education or licensing credentials for an employee, that the employee must remain employed at St. Joseph Academy according to the structure below or refund St. Joseph Academy the funds that were sponsored:

- \$150.00-\$999.99 – 1 year of service
- \$1,000.00-\$1,999.99 – 2 years of service
- \$3,000.00+ - 4 years of service

II. Procedures:

- A. Employee must provide his/her Manager with all applicable information about the course/seminar/training/license, including cost and dates, for which the Manager must approve before enrollment.
- B. Employees must remain employed for the duration of the course/seminar/training in order to be eligible at St. Joseph Academy.
- C. Records of all education and training programs completed by each employee must be forwarded to and will be maintained by Human Resources.
- D. The HR and Finance Department may deduct the amount owed to St. Joseph Academy from the employees penultimate or final paycheck if the employee voluntarily separates before the appropriate timeframe as outlined above.
- E. Does not include terminations enforced by St. Joseph Academy.

By signing below the employee acknowledges and agrees to adhere to the terms and conditions as outlined above.

Print Name: _____ Date _____

Signature: _____ Date _____

Approved by: *Tabitha Jones* Date 8/4/23
 President/CEO