

BOARD POLICIES	METRO TECHNOLOGY CENTERS EMPLOYEE EDUCATIONAL BENEFITS (BP-7022)	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

Metro Tech course discount for employees:

The Board believes that employees should have an opportunity to participate in educational programs offered by the District. Therefore, employees are eligible to enroll, on a space-available basis, in adult and career development courses conducted by the District without paying tuition, under the following conditions:

- A. This policy applies to full-time and part-time employees.
- B. The employee satisfactorily completes the course in which he/she has enrolled.
- C. Attendance in the course shall not be during an employee's scheduled work hours unless job related and specifically approved in advance by the employee's supervising administrator.
- D. The employee shall pay the cost of books, supplies, and related fees.

Metro Tech course discount:

An immediate family member of a full-time employee and district retirees shall be eligible to enroll in and attend adult and career development courses conducted by the District at a fifty percent (50%) tuition cost under the following conditions:

- A. For purposes of this section, immediate family is defined as spouse and dependent children up to age 25, including children under legal guardianship. Retirees must have a minimum of 10 years of service with the District and must have retired, not resigned.
- B. The individual completes the course in which he/she is enrolled.
- C. The individual shall pay the cost of books, supplies and related fees.

2.0 LEGAL REFERENCE: 70 O.S. § 6-117.A.14

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
November 8, 1993	B	Revised
May 8, 1995	C	Revised
June 24, 2002	D	Revised
September 22, 2003	E	Reformatted
December 15, 2003	F	Legal references reviewed and revised as necessary

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November 22, 2004 G Revised

November 3, 2009 H Revised

5.0 PCF FRAMEWORK #: 6.4.2 Manage and administer benefits; 6.3.4 Manage employee development; 6.3.5 Develop and train employees

***** End of Policy *****