

**Administrative Procedure 430**

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**SUPPORT STAFF TRAINING ASSISTANCE****Background**

The District recognizes the contribution of its support staff to the educational effort of the District.

**Procedures**

- 1.1 If an employee seeks to have the district pay for course tuition, the employee will obtain approval from school operations and the Assistant Superintendent as to the suitability of the course.
- 1.2 The course must be relevant to the employee's current position in the district.
- 1.3 Tuition reimbursement will be limited to a maximum of fifty percent (50%).
- 1.4 The decision of the Assistant Superintendent as to relevance and amount of reimbursement is final and not subject to appeal.