

Appendix E

TUITION & TRAINING AGREEMENT

The Department of Agriculture and the employee agree to the following stipulations for tuition reimbursement:

- A. The class is work related and approved by division manager and Director.
- B. The Department of Agriculture may pay for, or if applicable, reimburse the employee for up to seventy-five percent (75%) of the costs directly related to employee-requested training. Costs included in this consideration are regular tuition and standard student fees assessed students. Textbooks and added on-line expenses or other materials will not be reimbursed. Payment will be made upon approval from A&I Purchasing and upon evidence of satisfactory completion of training with a grade of "C" or better, providing the employee has not separated from state service.
- C. Employees may be allowed to take up to six hours of college credit (employee requested) each semester during normal working hours but will be required to work the minimum 40 hours per week while taking courses. Flextime may be allowed to adjust schedules.
- D. The amount reimbursed by the state is to be repaid by the employee if he or she leaves State service within two (2) years after completion of the course.

Name of Class and Rationale for Departmental funding of course:

Name of Institution: _____ Tuition: _____

Name of Employee: _____

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Signature of Manager: _____ Date: _____

Signature of Director: _____ Date: _____