

# TRUCKEE TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

**PI NUMBER: 120**

**Effective: June 26, 2019**

## **SUBJECT: PROFESSIONAL EDUCATION, TRAINING, CERTIFICATION AND MEMBERSHIP POLICY**

### **I. OBJECTIVE**

The Truckee Tahoe Airport District (District) encourages employees to enhance knowledge and skills and to network with other professionals and industry colleagues. The District recognizes that for staff development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields. Thus, the purpose of this policy is to outline District guidelines for attending external training functions, taking higher education classes and joining/renewing memberships in professional associations. Please note that this policy is subject to the annual District budget established for external training, memberships, and education.

### **II. POLICY**

In support of this program, we offer a training benefit to full-time employees who have been employed by the company for at least six months and have fulfilled the baseline, core training requirements of their job function. The benefit can be used for costs associated with:

- Specific Flight Ratings that are required for one's position at the discretion of the GM or Department Director.
- Professional exams (e.g., SHRM-CP/SCP, Six Sigma, CPA, AAAE) and exam preparation courses.
- Certificate programs and credentials.
- Higher Education Courses offered by an accredited non-profit college/university.
- Workshops, seminars and conferences.
- Membership in professional organizations.
- Magazine subscriptions.

Training events that need to be attended must have a direct relationship to the job the employee performs. For work scheduling purposes, the employee's request for attendance must be received

at least one month in advance of the event, and the employee's department manager must approve the request.

Employees may be permitted to join professional association(s), membership fees for which will be paid for by the District. The association(s) selected must have a direct relationship to the job the employee performs. The employee must provide supporting documentation that outlines the benefits to be gained by the District as a result of such membership, and the association application and supporting document must be presented to the employee's department manager for approval.

The General Manager reserves the right to determine which training functions and association memberships are in the best interests of the District, its future planning and direction. Certification programs administered through the American Association of Airport Executives such as Certified Manager, Airport Certified Employee, and Accredited Airport Executive shall be prepaid for employees by the District. The District does not pay for or reimburse for AAEE accreditation academies.

Regarding Higher Education Tuition reimbursement, the employee must receive a grade of "C" or better, or a pass for a "pass/fail" course. Classes are to be taken before or after normal working hours. If a class is not offered during non-business hours, arrangements should be made with the employees' manager to make up time spent away from work, as it will be considered unpaid time. Courses taken at for-profit institutions are not eligible for reimbursement. The District will reimburse up to \$3,000 per calendar year for the eligible employee. Participation must be approved prior to registration.

If you receive financial assistance, grants, fellowships, or scholarships in connection with an education course, you will receive benefits from this plan only to the extent that your costs are not paid by the financial assistance, fellowship, or scholarship up to \$3,000 per calendar year.

Studying for professional exams, higher education courses, or flight ratings are to be done on the employee's personal time outside of work or only during designated lunch and personal breaks unless required or strongly encouraged as part of a job description or as approved by the General Manager. On the job study requests will need to be indicated on the Pre-Approval Request form.

### **III. PROCEDURE**

A Pre-Approval Request Form needs to be completed in order to participate in this program, and must be submitted to the General Manager by way of the employee's immediate manager. The Supervisor shall provide the General Manager with his or her recommendation as to whether the request be approved or denied.

The employee may incur expenses only after receiving approval from his or her manager and/or General Manager.

After concluding training, educational class, or exam, the employee must submit a Reimbursement Request Form along with a certificate of completion, unofficial transcript or similar document and a professional development report (when applicable) to Human Resources. The Human Resources Department will then forward it to the General Manager for approval. The approved reimbursement request and required documentation will be filed in the employee's personnel file. An accurate accounting of expenditure, payment records and receipts are the responsibility of the employee.

#### **IV. SERVICE REQUIREMENT**

As part of this program, employees who receive reimbursement over \$1,000 in a given calendar year for required flight ratings, higher education classes/degrees, professional exams, or certificate programs/credentials, must agree to remain at the District for 24 months following the completion of such ratings, higher education classes/degrees and professional certification/credentials. If the employee voluntarily terminates employment before completing 24 months of service, the employee must repay a pro-rata of the amount reimbursed. Reimbursement of educational costs by the District may be taxable if the Employee does not complete their service requirement. ***Employees are responsible for any resulting tax consequences.***

#### **ADDITIONAL INFORMATION**

The District will not pay for an employee to retake a course or examination. Travel expenses may be permitted if the training is not available locally, only if approved by the General Manager. See the District travel policy for approval and reimbursement procedure.

The District supports employees pursuing required continuing education for a professional license or certification.

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Board President, Rick Stephens