

## Attachment VI

### Agency Professional Development & Tuition Reimbursement Policies

<b>Abstracters' Board of Examiners</b>	The agency does not have any policies regarding these subjects.
<b>Adjutant General's Office</b>	<p>All employees other than classified temporary (999 hour) employees are eligible for training. Funding is generally available for eligible employees to attend at least one reasonably priced workshop, training course or conference each fiscal year. Specific courses that are required for an employee's job or mandated by the agency will be paid for by the agency. For training requested by employees and approved by the agency, failure to satisfactorily complete the training will result in the employee being responsible for reimbursing the agency for all costs, other than wages, associated with the training. Time spent attending approved training during an employee's regularly scheduled work time is considered to be time worked.</p> <p>The agency generally does not pay for college credit courses or for courses toward an employee's personal degree program, but under rare circumstances, this may be approved. To the extent possible, supervisors may rearrange work hours to accommodate classes that are only available to employees during their regularly scheduled work hours.</p>
<b>Behavioral Science Regulatory Board</b>	The agency does not have any policies regarding these subjects.
<b>Department of Administration</b>	<p>Permanent employees or part-time employees who are eligible for benefits that have a current performance review rating of at least satisfactory are eligible to apply for assistance for educational programs that are directly related to the work of the employee's current position or enhances the employee's potential in the field in which the employee is currently employed. The employee must remain employed with the agency throughout the term of the course. Eligible classes include any regularly scheduled college class meeting at established intervals that results in a final grade based on skills or knowledge learned, and course taken in pursuit of a GED are eligible for assistance.</p> <p>The cost of all non-GED courses or programs will be divided equally between the agency and the employee while GED programs are eligible for assistance in the amount of 100% of the cost of the course. Employees may receive assistance for up to a maximum of \$700 per calendar year, based on the availability of funds. Failure to provide documentation of a "C" or passing grade may result in the employee being required to reimburse the agency in the amount of the tuition paid. Employees leaving the agency within one year of completing a course for which the employee received assistance will be required to reimburse the agency for the total amount of the tuition paid by the agency.</p>
<b>Department of Agriculture</b>	The agency does not have a policy at this time, but plans to address this subject in the future. The agency has allowed some limited rearrangement of work schedules in order for employees to attend courses.

## Agency Professional Development & Tuition Reimbursement Policies

<p><b>Department of Commerce</b></p>	<p>Employees who have worked for the agency for six months, or permanent employees who have worked for the agency for less than six months, whose most recent performance review rating is at least satisfactory are eligible for tuition assistance. Such assistance can be applied to courses in higher education, continuing education and other learning endeavors that contribute directly to the agency’s mission but assistance will generally only be approved for those courses specifically related to the duties and responsibilities of the employee’s position. Consideration will be given to courses that are not job-related if the employee can justify the reason for taking the course. Tuition assistance will not be approved for courses at an outside institution when the course is included in the agency training plan.</p> <p>The agency will reimburse up to half of the cost of tuition for approved courses, unless an exception is approved by the agency head. Payments will not exceed \$1,000 per employee during a fiscal year and approval is based on availability of funds. Employees must complete the course with a grade of “C” or a passing grade in a pass/fail course. The program is for course work done on an employee’s own time, but flex time arrangements may be approved to accommodate special scheduling issues.</p> <p>If an employee leaves the agency or fails to maintain a performance review rating of at least satisfactory within one year of completing the course for which tuition assistance was received, the employee will be required to reimburse the agency for the cost of the assistance. Employees must remain employed with the agency throughout the term of the course.</p>
<p><b>Department of Corrections</b></p>	<p>Fees for skill enhancement programs that employees have received approval to attend may be paid by the agency and employees may be approved for training leave in order to attend such a program. Tuition assistance for formal education is not provided by the agency but employees are encouraged to continue their formal education and may be approved for training leave for up to three hours per week and/or adjusted work schedules in order to attend courses where the employee’s current job skills will be improved. Employees may also be permitted training leave for licensing or certification requirements required for their position.</p>
<p><b>Department of Credit Unions</b></p>	<p>Examiners are encouraged to participate in industry sponsored training seminars when the subject matter is pertinent and the timing is convenient. Examiners are also encouraged to participate in training and educational opportunities offered by the agency, the State or other sources outside of State government. Depending on the availability of funding, job-related external academic training or continuing education that will enhance the career skills and professional development of the employee will be reimbursed to the employee after receiving a passing grade of a “C” or better. This will include the cost of tuition and books or other course materials as needed.</p>
<p><b>Department of Education</b></p>	<p>Employees are encouraged to participate in professional development activities which will be beneficial to the employee and the agency. Such activities may include attendance at a college, university, or technical school, or participation in conferences, workshops, or seminars in Kansas or out-of-state. Employees may be approved for a maximum of 10 working days (or 80 hours) in a calendar year for professional development leave with pay. Employees requesting professional development leave for periods exceeding one week must work a minimum of five hours per day during the professional development leave period.</p>

## Agency Professional Development & Tuition Reimbursement Policies

<b>Department of Labor</b>	<p>All full-time regular or part-time employees who are eligible for benefits that have successfully completed an original probationary period and have a current performance review rating of at least satisfactory are eligible for assistance for a maximum of one, three hour class per semester or summer session. Eligible classes include any regularly scheduled college class meeting at established intervals that results in a final grade based on skills or knowledge learned or pass/fail classes which upgrade an employee's personal computer skills. The eligible tuition rate shall not exceed the current rate for three credit hours at Washburn University and no reimbursement will be awarded for less than a "C" grade or not passing a pass/fail class.</p> <p>A maximum of three hours of administrative leave may be made available to employees approved for tuition assistance. Such leave will only be considered when the class is unavailable outside of the employee's normal working hours and when the business needs of the work unit are not adversely affected. Employees are encouraged to utilize flextime arrangements.</p>								
<b>Department of Social and Rehabilitation Services</b>	<p>The agency does not have a policy on tuition reimbursement specifically but does utilize, support and encourage the use of flexible work schedules to support employees in their education.</p>								
<b>Department of Transportation</b>	<p>Employees who have worked for the agency for at least six months and with a current performance review rating of satisfactory or better may be authorized for tuition assistance. Such employees may receive authorization to rearrange their work schedule or receive up to three hours of administrative leave per week in order to attend courses. Approved courses must be offered by an agency recognized by the U.S. Department of Education and the course content must fall within the scope of agency operations or reasonably contribute to the agency's mission.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Coursework</u></th> <th style="text-align: center;"><u>Maximum Payment</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">• Graduate level courses that directly and specifically fall within the scope of agency operations</td> <td style="text-align: center;">\$3,000</td> </tr> <tr> <td style="text-align: center;">• Undergraduate or other adult educational courses that directly and specifically fall within the scope of agency operations</td> <td style="text-align: center;">\$1,800</td> </tr> <tr> <td style="text-align: center;">• Courses, including high school equivalency diploma courses that reasonably contribute to the agency's mission</td> <td style="text-align: center;">\$700</td> </tr> </tbody> </table> <p>Employees must refund the reimbursement if the course is not completed with at least a "C" grade (or equivalent) or leaves the agency within a year after the semester in which reimbursement for the tuition is received.</p>	<u>Coursework</u>	<u>Maximum Payment</u>	• Graduate level courses that directly and specifically fall within the scope of agency operations	\$3,000	• Undergraduate or other adult educational courses that directly and specifically fall within the scope of agency operations	\$1,800	• Courses, including high school equivalency diploma courses that reasonably contribute to the agency's mission	\$700
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<b>Division of Information Systems and Communications</b>	<p>Permanent employees with good performance and who are current on their work may be approved for leave of up to three hours weekly for the completion of course work that is directly related to the agency's mission and is required for the employee to perform their job assignments efficiently and effectively. If approved, tuition, required books, laboratory fees and any other unavoidable enrollment fees will be paid provided the employee completes the course with at least a "B" grade.</p>								

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<b>Information Network of Kansas</b>	<p>Expenses for educational programs which the employee may voluntarily participate and are not a prerequisite for their present position will be considered for reimbursement when the additional education or training is not part of the employee's typical educational degree program (associates degree, undergraduate or graduate degree program of a college, university or technical school.) Reimbursement will be limited to the cost of required text books, required study guides and related materials, course tuition or program cost, and the cost of testing after completion of the program. The agency will not pay for or reimburse employees for transportation costs within the greater Topeka area, the cost of certificates or certifications, or other expenses that are not pre-approved by the agency. Employees that do not receive a passing score or evaluation for the course, if such a test or evaluation is offered at the conclusion of the course, will be required to reimburse the agency for the entire cost of the course or training program within ten days after their final course results are known.</p>															
<b>Juvenile Justice Authority</b>	<p>Unclassified employees or permanent, classified employees who have been in full pay status for the preceding six months, have a current satisfactory review and are eligible for benefits are eligible to apply for tuition assistance. Anyone not meeting those requirements may request permission of the Commissioner to receive assistance.</p> <p>Employees may receive assistance for up to a maximum of two courses per semester and one course per summer semester and courses must be taken for a grade. Approved courses must be directly related to the employee's work or related to other advancement within the agency and reimbursement will not be made for courses that are of a general nature. Requests for assistance will not be approved if funding is not available and classes or programs will not be approved if similar training or classes are available through the agency or are otherwise available free of charge.</p> <p>The cost of approved courses will be divided between the employee and the agency based on the grade earned.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Grade</th> <th style="text-align: center;">Agency Share</th> <th style="text-align: center;">Employee Share</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">70%</td> <td style="text-align: center;">30%</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">60%</td> <td style="text-align: center;">40%</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">50%</td> <td style="text-align: center;">50%</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">0%</td> <td style="text-align: center;">100%</td> </tr> </tbody> </table> <p>An employee must remain employed by the agency throughout the term of the course in order to receive reimbursement. If the employee leaves within one year of completing the course, the employee is required to repay the total amount of tuition reimbursement paid by the agency.</p>	Grade	Agency Share	Employee Share	A	70%	30%	B	60%	40%	C	50%	50%	D	0%	100%
Grade	Agency Share	Employee Share														
A	70%	30%														
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<b>Kansas Animal Health Department</b>	<p>Any staff member may be allowed to rearrange work time, up to three hours per week, for educational purposes if the work flow of the employee is not hindered. Each request is reviewed on an individual basis. These flexible hours will be limited to university, college and technical courses offered by recognized institutions or state approved vendors. Confirming documentation from the school must be provided by the employee.</p>															

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<b>Kansas Arts Commission</b>	The agency does not have any policies regarding these subjects.
<b>Kansas Board of Accountancy</b>	The agency does not have any policies regarding these subjects.
<b>Kansas Health Policy Authority</b>	The agency does not have a policy at this time, but plans to address this subject in the immediate future.
<b>Kansas Highway Patrol</b>	<p>Employees who have completed an original probationary period and received a satisfactory rating on their most recent performance review are eligible for assistance with up to three credit hours of coursework per semester with a maximum of \$70 per credit hour being paid by the agency. Employees must attain a “C” grade or above to remain eligible for funding in the program. Failure to attain a “C” grade or withdrawal from any funded course will result in the employee being required to reimburse the agency for the total amount expended by the agency. Textbooks may also be paid for by the agency if the books are not available through the agency’s library.</p> <p>Employees may volunteer to work different shifts or trade shifts with coworkers, subject to approval, in order to attend coursework. In all cases, agency duties and assignments take precedence. Supervisors may restrict course attendance if a decline in the employee’s job performance occurs while engaged in the education. Employees attending courses or acquiring training through funding by the agency may be required to make staff level presentations regarding the course content.</p>
<b>Kansas Housing Resource Corporation</b>	Employees who have worked for the agency for at least six months and have a current performance review rating of at least satisfactory may receive reimbursement for tuition and fees of up to \$600 per fiscal year. The employee must refund the reimbursement if the course is not completed with at least a “C” grade or better (or a passing grade in pass/fail classes) or leaves the agency within a year after the semester in which reimbursement for the tuition is received. Reimbursement will normally not be approved where the State offers training similar to that provided in the course.
<b>Kansas Lottery</b>	<p>Employees in the classified, unclassified regular and unclassified temporary service may apply for training and/or tuition assistance. Generally, the requesting employee must be employed in a permanent full-time or part-time benefits eligible position.</p> <p>The agency will pay expenses for employees to attend professional workshops and seminars for the purpose of remaining current in their chosen profession or gain knowledge that will benefit the agency. The employee must have a current performance review rating of satisfactory or better.</p> <p>The agency offers tuition assistance to employees for attending college or vocational courses related to their jobs. To be eligible for tuition assistance, the employee must have worked for the agency for six months and have a satisfactory or better performance review rating. The educational program must be related to the employee’s work in his/her current position or it must enhance the employee’s potential in the field the employee is currently employed in. Unless specifically authorized and</p>

## Agency Professional Development & Tuition Reimbursement Policies

<p><b>Kansas Lottery (continued)</b></p>	<p>approved, the employee must not take classes during normal work hours unless they use their leave, rearrange their normal work schedule, work a non-standard work schedule, or a combination of these options. The agency reimburses for 75% of tuition costs and the employee must successfully complete the course with a grade of ‘C’ or better, to be eligible for reimbursement. College courses required by the agency are reimbursed at 100%. Tuition and textbooks are reimbursed for these courses.</p> <p>If for any reason the employee leaves employment with the agency prior to completing the course work, the employee will not be eligible to be reimbursed. If for any reason the employee leaves the agency within one year of receiving reimbursement from the agency for completed courses, the employee is required to reimburse the agency the total amount paid by the agency.</p>
<p><b>Kansas Neurological Institute</b></p>	<p>Full-time employees who have been continuously employed by the agency for the preceding 12 months, have no disciplinary actions taken against them in that time and have all required certifications or are actively pursuing such are eligible for tuition assistance. Only accredited university or college courses that contribute to the earning of a degree qualify for assistance.</p> <p>Assistance will not exceed 85% of the tuition cost unless the student is asked by the agency to take a course as training for the employee’s current responsibilities. The maximum amount of assistance is based on 85% of the hourly rate of graduate school coursework at Washburn University. For students attending institutions or enrolled in coursework with lower rates, the maximum number of courses eligible for assistance will be adjusted to offer aid equivalent to the dollars that would be offered if the student were attending Washburn University. Employees who receive assistance must earn a minimum of a “C” grade in any subsidized course in order to be eligible for assistance the following semester and the agency requests that employees remain employed with the agency for at least one year following the completion of a subsidized course.</p>
<p><b>Kansas Public Employee Retirement System</b></p>	<p>All employees who have completed a probationary period with the agency and have at least a satisfactory performance review rating are eligible to receive tuition assistance, within the limits of existing funds, for courses provided by accredited colleges, universities, junior colleges, vocational-technical schools or adult education courses provided by public school systems. The content of the course must reasonably be expected to enhance the employee’s job-related skills and or knowledge applicable to the position the employee currently holds but courses that pertain to a natural progression between positions at the agency will be considered. The agency will not pay for any courses beyond the Master’s Degree level.</p> <p>The agency will pay tuition based on the “per credit hour” rate at Washburn University for undergraduate coursework and the University of Kansas for graduate coursework and is limited to six credit hours at one time unless otherwise specifically authorized by the Executive Director. The agency will pay the actual tuition rate or the WU/KU rate, whichever is less. Employees are encouraged to schedule classes during non-working hours, but requests for flex-time will be considered. Employees who do not complete the course with at least a “C” or (passing grade in a pass/fail course) or who withdraw after tuition has been paid will be required to fully reimburse the agency for the assistance that was provided.</p>

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<b>Kansas School for the Deaf</b>	<p>The agency does not have a tuition reimbursement policy or plan, due to budget limitations. The agency has provided assistance for an employee to attend the Certified Public Manager course and also approved flex time for an employee to attend a course.</p>
<b>Kansas State Fair</b>	<p>Permanent employees and temporary employees approved by the General Manager are eligible for assistance for tuition for courses that are directly related to the work of the employee's current position or enhance the employee's potential in the field in which the employee is currently employed. Employees must have a current performance review rating of at least satisfactory. Eligible classes include any regularly scheduled college class meeting at established intervals that results in a final grade based on skills or knowledge learned, and courses taken in pursuit of a GED are eligible for assistance.</p> <p>Employees may receive assistance for up to a maximum of \$700 per calendar year, with GED programs being eligible for 100% assistance and college level courses or programs not taken from the Hutchinson Community College divided equally between the agency and the employee. The cost of all non-GED courses or programs taken at the Hutchinson Community College will be paid for by the agency. Failure to provide documentation of a "C" or passing grade may result in the employee being required to reimburse the agency in the amount of the tuition paid. Employees leaving the agency within one year of completing a course for which the employee received assistance will be required to reimburse the agency for the total amount of the tuition paid.</p>
<b>Kansas State University</b>	<p>Classified and unclassified employees with one year of continuous employment in a benefits-eligible position and have a current performance review rating of at least satisfactory are eligible for tuition assistance for graduate and undergraduate level courses at any regular academic credit course at any State of Kansas accredited vocational institution that are related to the employee's professional development or growth. The agency has a Tuition Assistance Committee made up of three classified and three unclassified employees who are responsible for establishing procedures and making recommendations with respect to tuition assistance.</p> <p>Employees may receive tuition assistance for up to three credit hours per semester and intersessions and the amount of the assistance is limited to a maximum dollar amount equivalent to the same amount awarded at KSU for those applicants qualifying for tuition assistance at another educational institution or at an accredited vocational institution. Employees who withdraw from the course prior to completion of the course for other than an extended personal illness must reimburse the agency for the amount of tuition assistance received and will not be eligible to receive tuition assistance for the next three semesters.</p> <p>Employees approved for tuition assistance are authorized work release time to attend the course, up to a maximum of six hours per week during the employee's regular work hours. Employees approved for tuition assistance are not required to use accrued leave or rearrange work for any time spent in a class.</p>

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### Legislative Post Audit

Staff are encouraged to seek out specialized training in particular aspects of auditing. Such training will be counted toward the employee's continuing education requirement, and generally will be paid for by the Division in the same way as other audit-related training. Approval of requests to pay for such training will be based on the following criteria:

- The Division has a need for only a limited number of staff with expertise in some areas (municipal budgeting, for example), but could use several staff with expertise in more common subjects such as survey design.
- As always, the audit work comes first; no training or training schedule will be approved that would have an adverse impact on the Division's ability to produce quality audit work on a timely basis.
- Generally, the Division has only limited funds available for continuing education and training materials.

College courses may be the least frequent way of obtaining training for audit staff; generally, the Division will not pay for staff to pursue academic degrees, or academic coursework. Occasionally, however, the Division may determine that an auditor's training needs can best be obtained through college courses. The Division may pay the cost of tuition and books for approved office-related courses for full-time employees upon a determination by the agency head that the course will benefit the State and the agency. The agency may also pay 50% of tuition and other expenses for courses needed for a degree, but not directly related to current work assignments. Any such payment must be authorized by the agency head, and must be in the best interests of the Division and the State. The Division will reimburse the cost of tuition and other expenses upon successful completion of the course (grade "B" or better).

Courses must be approved in advance and normally should be taken after office hours. In very rare instances, however, an employee may receive special permission from the agency head to enroll in an approved course held during office hours, if that course has been determined to meet a training need of the employee or the employee's particular job assignment, and if it is not available after work hours. Time taken out of the normal work day to attend classes must be made up within that same week. No coursework taken by an agency employee should interfere with their work, and all coursework preparation must be completed outside office hours.

The agency also encourages audit staff to pursue professional certifications that will be of benefit to both the employee and the agency. As with other training opportunities, the agency will pay many of the costs of obtaining certification. However, State policy prevents the agency from reimbursing employees for certain, specific programs due to the nature of the expenses. In general, the same restrictions apply to requests for professional certification as to college courses

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<b>Pittsburg State University</b>	<p>Non-teaching full-time employees with one year of continuous employment and non-teaching part-time, benefits-eligible employees with two years of continuous employment with a current performance review rating of at least satisfactory are eligible for tuition assistance for graduate and undergraduate level courses of educational value to both the agency and the employee that are related to the employee's professional development growth. Once accepted into the program, employees must maintain a "C" average for undergraduate coursework or a "B" average for graduate level coursework to remain in the program.</p> <p>Employees may receive 100% tuition assistance for up to three credit hours and the amount of assistance for enrollment in four or more hours will be awarded by determining the amount available for each three hour increment. Tuition assistance may also be available for employees to take the GED. Employees who withdraw from the course prior to completion or leave employment with the agency prior to completing the class must reimburse the agency for the amount of tuition assistance received.</p> <p>Hourly employees are authorized work release time to attend up to three credit hours taken during scheduled work hours but must use accrued leave for any additional classes. Salaried employees are expected to perform the duties of their position regardless of any time spent in class.</p>
<b>Revisor of Statutes</b>	<p>The agency is authorized to pay the expenses of tuition and books for work-related courses attended by full-time staff members. Expenses for tuition and books may be paid for courses which are not related to work assignments but are required for a degree in an amount not to exceed 50% of the cost of the expenses. Staff members are encouraged to enroll in courses held after normal office hours and must submit a written proposal detailing their expected coursework. Allowable costs will be paid upon completion of the approved course with a "B" grade or better.</p>
<b>Secretary of State's Office</b>	<p>Full time employees may receive reimbursement for up to six hours of college credit each fall and spring semester and up to three hours of credit each summer and up to \$100 per three hour class for necessary books, provided that the class is directly related to the work the employee performs or applies toward a degree that provides value to the agency or the State. The classes should not significantly interfere with the employee's working hours and the employee must complete the course with a passing grade in order to be reimbursed.</p>
<b>State Bank Commissioner</b>	<p>All full-time, permanent employees of the agency who have successfully completed an original probationary period and have a current performance review rating of at least satisfactory are eligible for education assistance. The agency's policy applies to regular academic courses provided by colleges, universities, junior colleges, vocational-technical schools and adult education courses provided by public school systems. Courses are eligible if the content can reasonably be expected to enhance the employee's job related skills and/or knowledge applicable to the position the employee currently holds or enhances the employee's job related skills and/or knowledge applicable to a position in the agency in the employee's normal career path. The agency will generally not pay for any courses beyond graduate level course work.</p> <p>Education assistance is typically at the rate of 100% of the tuition costs incurred by the employee, but may be less than 100%</p>

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<b>State Bank Commissioner (continued)</b>	depending on the availability of funds. Employees are encouraged to schedule classes during non-working hours when possible, but flextime work schedules can be approved. An employee's request for assistance must be limited to six hours of credit per semester and reimbursement is conditional on the employee's completion of the course with at least a "C" or passing grade. Employees who leave the agency within 12 months after completion of coursework paid for by the agency must reimburse the agency for the amount of educational reimbursement obtained within the last twelve months of employment.
<b>State Board of Healing Arts</b>	<p>All full-time regular or part-time employees who are eligible for benefits that have successfully completed an original probationary period and have a current performance review rating of at least satisfactory are eligible for assistance for courses considered to be in the best interests of the agency. Funding for training required for renewal of a license, registration, or certificate may also be requested.</p> <p>Tuition payments are limited to six credit hours for both the fall and spring semesters and three hours for the summer semester and the maximum amount reimbursed will not exceed the tuition rate of Washburn University. The employee must attain a "C" grade in order to receive reimbursement and remain eligible for funding. Textbooks may also be paid for by the agency, but the books become property of the agency and must be forwarded to the agency personnel officer upon completion of the course. Employees attending courses or acquiring training through funding by the agency may be required to make staff level presentations regarding the course content.</p>
<b>State Board of Mortuary Arts</b>	The agency does not have any policies regarding these subjects.
<b>State Board of Technical Professions</b>	The agency does not have any policies regarding these subjects.
<b>State Fire Marshal</b>	Employees who have worked for the agency for at least six months and have a current performance review rating of satisfactory or better may be authorized for education assistance. Fees for registration or reimbursement for job-related education that enhances an employee's professional development or for training specifically related to an employee's duties that are considered necessary for successful job performance of up to \$500.00 per calendar year may be approved on a case-by-case basis, based on the availability of funds. Employees may receive administrative leave to attend authorized educational programs, but in all situations, agency duties and assignments take precedence over class attendance. Employees must reimburse the agency in the amount of the educational assistance received if employment is terminated within one year of receiving the assistance.
<b>Wichita State University</b>	Non-teaching, benefits-eligible employees may receive tuition assistance for one course or seminar per semester, with a maximum of five credit hours in the Spring & Fall semesters and three credit hours in the Summer semester. The course or seminar must fit at least one of the following criteria: 1) credit towards a degree, 2) professional growth or development, or 3) job-related training. If the employee fails to satisfactorily complete a course paid for by the tuition assistance program, the employee must pay for and pass a course that meets the criteria on their own before they are eligible for assistance again.

**Agency Professional Development & Tuition Reimbursement Policies**