

PROFESSIONAL DEVELOPMENT
EMPLOYEE EDUCATION AND TRAINING

DMB

EMPLOYEE
DEVELOPMENT

Enhancing the skills and knowledge of TSD employees is vital to expanding and improving services that TSD provides to students and deaf and hard of hearing individuals across Texas.

EDUCATION AND
TRAINING
OPPORTUNITIES

The School's staff may be permitted or required to attend training or educational programs if those programs relate to the employee's current duties or prospective duties, materially aid effective administration of the school's functions, and serve an important public purpose.

APPLICATION

All regularly employed classified and contract staff, including the school's Superintendent, shall be eligible to attend training and education programs in accordance with the State Employee Training Act (Gov. Code, Chapter 656, Subchapter C) and TSD policies and procedures.

PROGRAM COURSES
OFFERED BY
INSTITUTIONS OF
HIGHER EDUCATION

At the discretion of the Superintendent or their designee, the School may authorize the reimbursement or payment of some tuition expenses to employees who attend program courses, such as those credited towards a degree. In order for a program course or courses to be eligible for reimbursement or payment, all of the following must apply:

- A. School funds must be available;
- B. The program course(s) must represent a direct benefit to the school; and
- C. The employee must submit a written request for reimbursement or payment to their division management and the Human Resources department prior to completing the course. The request must include:
 - 1. The name and location of the institution of higher education;
 - 2. The beginning and ending dates of the program course(s);
 - 3. The cost of the program course(s);
 - 4. The amount of funds the employee is requesting;
 - 5. An explanation of how the program course(s) would benefit the School; and
 - 6. If the training will be paid for by the School and the employee will not perform their regular duties for three or more months as a result of the training, a signed attestation by the employee specifically stating that the employee shall work for the school following the training for at least one month for each month of the training period. If the employee fails to remain with the agency for the agreed upon time, they shall pay the agency for all costs associated with the training, including all portions of the employee's salary that were not accounted for as paid vacation or compensatory leave during the time in training.

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The Board may adopt an order in a public meeting waiving the requirements of C(6) above, releasing the employee from meeting those requirements if the Board finds that the action is in the best interest of the School or is warranted because of an extreme personal hardship suffered by the employee.

Gov. Code 656.103

APPROVAL
REQUIRED

Reimbursements for tuition must be approved by:

- Division Director
- Human Resources Director
- Chief Financial Officer and
- Superintendent

SUCCESSFUL
COMPLETION
REQUIRED

Prior to the School providing funds, the employee must submit documentation showing the successful completion of the course(s). Successful completion of each course is defined as:

- A grade of “C” or better;
- A grade of 70 or better; or
- A grade of “Pass”

OTHER TRAINING
AND EDUCATIONAL
OPPORTUNITIES

The School may expend funds for training and educational opportunities that are not associated with a degree and may be offered by an entity other than an institution of higher education. These training and educational opportunities include courses not credited towards a degree, which include online trainings, job skills training, and other continuing education opportunities.

Employees seeking to attend one of these types of trainings or educational opportunities should submit requests in writing to their supervisor. If funds are available and the Division Director confirms that the training will represent a direct benefit to the School, the division may submit a request for reimbursement form for the employee to attend the training or educational opportunity.

Government Code 656.102

WITHDRAWAL OF
APPROVAL

The Superintendent or their designee may withdraw permission for the employee to engage in education or training opportunities under this policy if it is determined that the coursework negatively impacts the employee’s job duties or performance or is otherwise determined not to be in the best interest of the School.

Adopted:

04/29/2022