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**PROFESSIONAL DEVELOPMENT REIMBURSEMENT POLICY**

The Board of Directors of Pathways Academy Adult Education (“PAAE” or “Charter School”) recognizes the benefit of the ongoing professional development of its staff and leadership team. Staff will be eligible to receive reimbursement for professional development as outlined in this policy. PAAE will reimburse staff for the direct costs of obtaining additional credentials, training, and/or certifications. This policy does not provide reimbursement for an initial teaching credential or certifications required for hire.

The individual must be a current employee of PAAE and has exceeded the probationary period to be eligible for a professional development reimbursement. Individuals who are no longer in paid status are ineligible and will not receive reimbursement. Reimbursement will be issued only upon program completion. No partial reimbursement will be issued to an individual who has not completed the program.

Documentation must be submitted in order to be eligible to receive the professional development reimbursement. The reimbursement may not cover the total expenses incurred by the employee. The employee assumes responsibility for any costs that the reimbursement may not cover.

This policy shall not provide any individual assurance of continued employment with PAAE. PAAE confirms the at-will status of employees in alignment with the at-will employment agreement.

The Board of Directors reserves the right to suspend this policy at any time. Reimbursement is at the discretion of the Executive Director, and requires prior approval.

**CERTIFICATION REIMBURSEMENT - MAXIMUM OF \$10,000**

In order to receive reimbursement, the employee must have been employed in full-time (1.0 FTE) status with PAAE in the same or advanced position as originally held at the time of approval. Upon providing verification of completion of the approved credential or certification, the employee will be eligible for the first reimbursement installment of program costs not to exceed half the expense of the program, or \$5,000, whichever is less. An employee will be eligible for the final installment of the reimbursement, not to exceed \$5,000, upon completion of one (1) additional year of full-time (1.0 FTE) employment with PAAE and verification of completion of any ongoing requirements to maintain the credential or certification. The one-year timeframe will be based upon the anniversary date that the employee originally passed or obtained the additional credential or certification.

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**CERTIFICATION REIMBURSEMENT PROCESS**

**Step 1**

The proposal must be approved by the Executive Director.

**Step 2**

If the professional development is approved, the employee will be required to provide evidence of successfully completing the pre-approved program/training to the Executive Director in order to receive the first reimbursement installment.

**Step 3**

In order to receive the final reimbursement installment, the employee must have been employed in full-time (1.0 FTE) status with PAAE in the same or advanced position as originally held at the time of the approval for a total of one-year.

**GENERAL PROFESSIONAL DEVELOPMENT REIMBURSEMENT - MAXIMUM  
\$200 PER YEAR**

All staff are encouraged to participate in general professional development. With pre-approval from the Executive Director, staff may submit for reimbursement not to exceed \$200 per year for participation in training and development activities. Such professional development activities may include a conference registration, exam fees, tuition, webinar, in-person training, books, or professional certification that is directly related to the employee's position. Employees will not be required to pay for training required by PAAE. Reimbursement may not be used to renew required professional licensure or credential. Professional development time must not adversely conflict with work schedule.