



Policy HR 11.3 Employee Training Obligation

Adopted by the Library Board of Trustees: 01/24/2013

NOLS may require an employee to submit a signed statement agreeing to remain for a reasonable specified time in the service of NOLS as a condition of reimbursement for tuition/training expenses. Employees who fail to remain employed by NOLS for the specified time period shall reimburse NOLS for the monies given him/her on the basis of that agreement. The decision of whether to require such a reimbursement agreement is subject to the sole discretion of the Library Director. Relevant factors may include, the duration of the employment, the nature and relevancy of the course of study to be undertaken, the correlation of the course of study to the employee's current and potential positions and the employee's overall work record and history.

I. Administration

The Library Director is responsible for the administration of this policy.