

RESOLUTION NO. 17-08-771

**A RESOLUTION OF THE BOARD OF DIRECTORS
AMENDING THE EMPLOYEE HANDBOOK
REGARDING TUITION ASSISTANCE**

Whereas, Mojave Air and Space Port (the “District”) is a California special district organized and existing pursuant to California Public Utilities Code section 22001, et seq.; and

Whereas, the District has written and provided an Employee Handbook to employees, and desires to amend certain of its provision regarding tuition assistance;

Now, therefore, be it resolved by the Board of Directors of Mojave Air and Space Port that:

1. Section 4.10, “Tuition Assistance Program,” is amended as provided in Exhibit 1 attached hereto and incorporated by reference.

2. Except as provided herein, the Employee Handbook is affirmed and shall remain in full force and effect.

PASSED, APPROVED AND ADOPTED on August 15, 2017.



David Evans, President

ATTEST:



Jim R. Balentine, Secretary

(SEAL)

Tuition Assistance Program

1. **Objective:** To encourage employees to plan and direct their career and personal development, and increase their skill base for work with the District, the tuition assistance program provides financial aid and paid leave for educational courses and programs in accordance with the following procedures.
2. **Eligibility:** All full-time employees with six-months or more of service with the District are eligible to participate in the tuition assistance program.
3. **Acceptable Courses and Programs:**
 - a. Basic reading, writing, English language, and arithmetic courses;
 - b. Courses or programs to maintain or improve skills required in the employee's current job, or next higher level job to which the employee aspires;
 - c. Courses or programs relevant to or required for a skill, license, certification, or degree appropriate to the individual's career development and the District's need for the particular craft;
 - d. Specific degree programs, including GED, Associate, Bachelors, and graduate degrees in all areas relevant to the District's operations; and
 - e. Test preparation classes for promotional examinations within the District.
4. **Acceptable Educational Institutions:** Accredited postsecondary institutions, certified correspondence schools and other institutions, organizations, or individuals approved by the District.
5. **Financial Aid:** The District will pay 100% of tuition costs (including Registration, books and laboratory fees) for acceptable course(s) or program(s) up to the maximum of Ten Thousand dollars (\$10,000), in the District's sole discretion, per eligible employee in any fiscal year.
 - a. The \$10,000 maximum benefit is available to employees who wish to further their education within their current work field at the District. If employees wish to pursue education not related to their current work field at the District, the maximum benefit is \$5,000.
 - b. Tuition payments will be made directly to the educational institution, or reimbursed to the employee upon completion of the course or program.
 - c. Employee is required to bring in proof of the final grade of the course or program taken. If the employee does not show proof of the final grade within 60 days of completion of course, he or she will be required to reimburse the District, either by personal check or by payroll deduction, in full all funds paid by District.
 - d. Employee will be required to have a grade of "B" or above for undergraduate and graduate degree programs, and a passing grade (e.g. "D" or higher) for all other courses. If employee does not achieve the required

grade, he or she will be required to reimburse the District in full for funds paid by District.

6. **Educational Leave:** Employees receive regular wages and benefits when participating in any of the two following leave arrangements:
 - a. Personal Time Off: employees may rearrange their regular working hours to schedule a course or programs;
 - b. Short-term leave: employee may request up to five days leave per year to complete a specific educational activity during working hours.

7. **Procedure for Applying for Financial Assistance:**
 - a. The employee completes a payment request form available from Administration.
 - b. The form is submitted to the employee's immediate supervisor who reviews and forwards it to the General Manger with a recommendation. The General Manger reviews, recommends, and forwards the request to Administration.
 - c. If either the supervisor or General Manager disapproves the request, or the course or institution are unacceptable, Administration will meet with employee, to work out an alternative course of study.
 - d. If approved by both the supervisor and General Manager, Administration confirms course(s) and institution eligibility.
 - e. Upon completion of an academic term, the employee shall submit his or her academic transcript to Administration who will confirm compliance with this policy and forward the request to the accounting department to submit payment to the institution or reimbursement to the employee.

8. **Procedures for Applying for Educational Leave**
 - a. Personal Time Off: the employee arranges with his or her immediate supervisor a modified work schedule.
 - b. Short-term leave requests must be approved by supervisor and General Manager.

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 - b. Tuition payments will be made directly to the educational institution, or reimbursed to the employee upon completion of the course or program.
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- c. If either the supervisor or General Manager disapproves the request, or the course or institution are unacceptable, Administration will meet with employee, to work out an alternative course of study.
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