

UTAH COUNTIES INDEMNITY POOL PERSONNEL—EMPLOYEE EDUCATION ASSISTANCE POLICY

SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW

1. The effective date of this policy is May 1, 2022.
2. This policy should be reviewed annually, but not less than every three years by the Board of Directors.
3. This policy should also be reviewed at any time that changes to laws or rules governing employee education assistance are amended or recommendations are made by the UCIP CEO, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

SECTION B PURPOSE

1. The purpose of this policy is to encourage employees to seek further education to perform their jobs more effectively and to enhance their professional development.
2. Training employees as needed to assure high quality performance and to provide the employee with the skills needed to meet the performance standards of their position.

SECTION C AUTHORITY

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement.

SECTION D APPLICABILITY AND SCOPE

1. This policy is applicable to all UCIP employees. No individual Director, officer or employee has the authority to waive, alter or make exception to any of these policies unless expressly provided for herein.

SECTION E DEFINITIONS

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.
2. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.

3. Pool: the Utah Counties Indemnity Pool.
4. UCIP: the Utah Counties Indemnity Pool.

SECTION F POLICY STATEMENTS

1. UCIP may subsidize the education expenses of employees under specified circumstances. Education assistance is subject to availability of funds in the budget year that education assistance is requested, and applies only to full-time employees.

SECTION G PROCEDURES AND RESPONSIBILITIES

1. Program Eligibility

The education program must provide a benefit to UCIP by directly relating to the work the employee currently performs or will be required to perform. Eligibility of the education program will be determined by, and must be approved by, the CEO.

2. Reimbursement

Education assistance shall not exceed \$1,000 in any one year. Tuition costs shall not be carried into the next budget year for reimbursement.

3. Procedures

- a. Employees are encouraged to attend classes and study during non-working hours. In the alternative, the CEO may flex an employee's work schedule to allow the employee to attend classes and study for exams.
- b. To receive education assistance, an employee must receive approval from the CEO prior to commencement of the class. Employees are encouraged to discuss education assistance well in advance of the commencement of classes, to allow the expense to be appropriately budgeted.
- c. To be reimbursed, the employee must complete the approved class with a final grade of "C" or better. If the course is only offered on a pass/fail basis, the employee must receive a passing grade.
- d. The employee must submit proof of a satisfactory grade and proof of tuition payment to the CEO prior to reimbursement.

4. Required Classes

If UCIP requires an employee to attend an education program or class, UCIP shall pay the full cost of the program or class.

SECTION H REVISION HISTORY

1. Adopted: April 21, 2022
2. Revised: October 25, 2023

SECTION I APPENDICES

1. There are no appendices to this policy