

DRAFT Policy for the use of to offer employment reimbursement for college credits or individual professional development for the betterment of the Association.

Kentucky High School Athletic Association
Educational Reimbursement and Professional Development Policy
Effective Date: Upon Passage
Approved By: Board of Control

This policy attempts to balance innovation with responsibility, safeguards student data and institutional integrity, and clarifies acceptable uses:

1. Purpose

The KHSAA values the ongoing education and professional development of its employees. To support this commitment, the organization offers a reimbursement program for eligible educational and training expenses that enhance job performance and contribute to the organization's mission.

2. Eligibility

To be eligible for reimbursement under this policy, an employee must:

- Be employed in a full-time or regular part-time capacity (at least 20 hours/week).
- Have completed at least six (6) months of continuous employment or be otherwise approved by the Commissioner.
- Be in good performance and disciplinary standing at the time of the request and reimbursement.
- Submit a formal request and receive prior written approval before enrolling in a course or program.

3. Covered Expenses

Reimbursement may be provided for the following:

- **Accredited College or University Courses:** Undergraduate or graduate-level courses leading to a degree or professional certification relevant to the employee's current role or potential career path within the organization.
- **Professional Development:** Individual workshops, training seminars, webinars, continuing education units (CEUs), and certification programs directly related to the employee's duties or career advancement within the nonprofit sector.

4. Reimbursement Amounts

The annual reimbursement limit per employee is:

- Up to **\$2,000** per fiscal year for college courses approved non-degree professional development activities.
- Expenses for training directly related to the employee's daily duties, including but not limited to specific software or application training, may be paid for by the Association and not subject to this limitation.

Reimbursement is subject to budget availability and will be issued upon successful course completion, as follows:

- College courses: Grade of "B" or higher (or "Pass" in Pass/Fail).
- Professional development: Proof of attendance and certificate of completion if applicable.

5. Exclusions

The following expenses are not eligible for reimbursement:

- Travel, lodging, and meal costs
- Supplies, textbooks, or materials (unless otherwise approved in advance)
- Courses not related to the employee's job or career development or duties assigned within the Association
- Courses taken without prior written approval

6. Reimbursement Procedure

- **Request for Approval:** Employees must complete and submit the *Education Reimbursement Request Form* at least 30 days prior to course or program start.
- **Documentation:** Upon completion, the employee must submit:
 - Proof of payment (receipt or invoice)
 - Official transcript or certificate of completion
- **Reimbursement Payment:** Approved reimbursements will be processed through payroll and are generally non-taxable unless IRS rules dictate otherwise.

7. Continued Employment Requirement

- Employees receiving reimbursement agree to remain employed with the Association for at least **12 months** following the date of reimbursement.
- If the employee voluntarily resigns or is terminated for cause before the end of this period, they may be required to repay a prorated amount of the reimbursement.

8. Policy Administration

The Commissioner and the Association Business Manager is responsible for administering this policy, maintaining records, and resolving disputes. Exceptions to the policy may be made only with written approval from the Executive Director.