



Kenai Peninsula Borough

Office of Human Resources

144 North Binkley, Soldotna, Alaska 99669 (907) 714-2130 ~ (907) 714-2396 Fax

Employee Career Development Grant Application

Article 27, Section 2b - After approval of the Association President, the department head, and the Director of Human Resources, disbursement shall be made.

Employee Name _____ Employee No. _____

Institution/School name and address _____

Course number and title _____

If course is a requirement for a degree program, state your major and degree level (e.g., Bachelor's Degree in Accounting) _____

Credit hours _____ Dates/times/length of course _____

Amount of Grant Request _____

Tuition _____
Fees _____ (Explain) _____

Total _____

Note: Employees will receive a maximum of \$1,000 per fiscal year with the approval of an application. In the event that fund monies remain at the end of the fiscal year, these monies will be distributed evenly among participants with additional receipts for that fiscal year.

****Receipts must be attached to process this application.***

Employee objectives in completing this course _____

Department Head comments _____

SUBMITTED BY: _____
Employee signature *Date*

APPROVED:

Department Head *Date*

KBEA President *Date* *Director of Human Resources* *Date*

YOUR RIGHTS AND RESPONSIBILITIES

Per the KPB/KBEA 2016-2019 CBA, Article 27, Section 2:

Section 2. Career Development Grants

- a. The Employer agrees to set up and maintain a Career Development Grant program. Each fiscal year the Employer will contribute up to \$10,000 to this program. Regular Status Employees may apply for training. Grants may cover all or a portion of the costs of such training, up to \$1,000 per Employee per fiscal year.
- b. After approval of the Association President, the department head, and the Human Resources Director, disbursements shall be made.
- c. Grants will be applicable to Borough-related training. Each grant application shall state how the requested study will aid the professional growth of the Employee. The Employee's department head may comment as to the degree of job-related applicability.
- d. The Employer may provide additional training funds but cannot provide less than the contribution specified in Section 2 a. of this Article.
- e. Except where job-related activities interrupt the course of study, the Employee will reimburse the Employer for course work expenditures when the Employee does not complete said course work. A grade of less than a "C" or "satisfactory" does not constitute course completion, except under exceptional circumstances as approved by the Human Resources Director. Evidence of completed course work must be presented and will become a part of the Employee's personnel file.
- f. Personnel receiving training paid for by the Kenai Peninsula Borough must utilize the training for the enhancement of the Kenai Peninsula Borough for a minimum of one year after successful completion of the course. Prior to the beginning of training, Employees shall agree by contract with the Borough to reimburse the Borough in accordance with the following schedule if the Employee leaves the employ of the Borough prior to the end of the utilization period:

Months of Service after Training	Amount Due Borough
0-6	All
7-8	1/2
9-10	1/4
11-12	1/8

- g. Employees attending training under this section will be considered in a pay status only when training takes place during their normal working hours.

I have read and understand the above statements and by signing below, agree to the terms as stipulated.

Signature of Employee

Date

Transcript Received: _____