

memorandum

DATE: June 26, 1 997

REPLY TO

ATTN OF: DP-83:Vosburg

Subject **OAK RIDGE OPERATIONS POLICY ON EDUCATIONAL REIMBURSEMENT**

To PSORO

The Oak Ridge Operations Office recognizes the positive value of providing financial assistance to employees who choose to improve their knowledge, skills and abilities through higher education courses. In order to ensure consistency and equity in educational opportunities, criteria governing the authorization of educational courses must be applied by all supervisors and authorizing officials.

The following criteria shall govern supervisory authorizations for educational course requests by employees:

1. Funds for such training must be available within the training budget.
2. In the course of conducting the employee's performance appraisal and job counseling, the supervisor has agreed on the **relevance of courses selected to the DOE mission**. (An employee's reasons for requesting any course which appears to be extraneous should be clearly understood by the supervisor, who must decide on the actual relevance before authorizing the course.)
3. Academic training shall not be approved **solely** for the purpose of assisting an employee in obtaining a degree.
4. The employee understands that there are no guarantees or promises of promotion or new assignments as a result of his or her efforts.
5. Academic courses must be taken for credit, not audit.

6. The employee understands that he or she will not be entitled to reimbursement for educational costs if the academic course is not passed with at least a grade of "C" for undergraduate courses, grade of "B" for graduate level courses, or "passed" if offered only on a pass/fail basis.

If you have any questions, please contact Jim Vosburg at 6-3662.

James C. Hall
Manager