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EDT: 1978-07-05

HANDBOOK 28

CHAPTER 7

AFTER-HOURS STUDIES

7A. Policy

1. AID encourages its employees to continue the development of skills, knowledge's and abilities in order to further their career development within and beyond their present position.
2. Courses related to future job possibilities will be considered if: (a) related to employee's current office responsibilities. For example, an employee, regardless of current position title, who is assigned to an office responsible for contract management may apply for courses in contracting, procurement, negotiations, or other related courses; (b) an office has identified a target position for an employee and has incorporated into that position specific training needs; or (c) the course will be of future benefit to the employee and AID.
3. For all courses, employees must provide sufficient justification and may include supervisory comments, if pertinent, as to how the employee, as well as AID, will benefit.

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7B. Factors for Selection

1. AID will approve for Agency sponsorship applications for each semester/quarter for courses that are directly job related and self-development courses that are related to fields that meet AID's needs. Priority will be given to applicants for job-related courses. Factors to be considered for selection will include:
 - a. The degree of employees' need for training.
 - b. The potential of employees for advancement.
 - c. The extent to which employees' knowledge, skill, attitudes, or performance are likely to be improved by training.

- d. The ability of employees to pass the training on to others upon return to the job.
 - e. The length of time, and degree to which, AID expects to benefit from the employees' improved knowledge, skill, attitudes, and performance.
 - f. Training opportunities previously afforded employees by AID.
 - g. The employees' own interest in and efforts to improve their work.
2. Full-time employees may take up to six after-hour courses over a one year period and part-time employees may take up to three after-hour courses over a one year period. (Two courses or less per semester subject to the availability of funds.)

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7C. Course Announcement

AID will announce four times a year (Fall, Winter, Spring, and Summer) those categories of courses for which employees may apply, along with a deadline date for making application.

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1. Employees are required to pay or reimburse AID for any costs the Agency may have incurred on their behalf if they:
- a. Withdraw after enrollment for reasons other than those listed below:
 - (1) Unanticipated TDY - with supporting document.
 - (2) Prolonged illness - with supporting document.
 - (3) Unanticipated overseas assignment - with supporting documents.
 - b. Substitute a course without the written approval of OPT/PS&CD. (In case of emergency, an employee may receive approval by phone to substitute a course. When this occurs, the employee must submit to OPT/PS&CD, within 3 working days, a new Optional Form 170 (10 part) reflecting the change.) OPT/PS&CD will acknowledge the change in writing.

- c. Fail to complete the course with a passing grade.
 - d. Fail to submit a copy of their grade to OPT/PS&CD within 2 months after completion of the course. Unofficial grades will not be acceptable.
2. Failure to comply with the above will result in a copy of the application sent to the Office of Financial Management (FM) for collection. Until such time as full repayment of funds have been made, the employee will be restricted from further after-hours study. (OPT/PS&CD will advise the employee in writing prior to any submission for collection to FM.)
 3. Employees will be required to sign a reimbursement agreement at the time they request after-hours training. (See Attachment 7A)
 4. If circumstances warrant waiver of repayment of funds, provisions as stated herein, a request for such waiver may be submitted by the employee, together with supporting evidence, to the Director, OPT, through the Chief, OPT/PS & CD.
 5. AID will not sponsor a course for audit purposes. A course must be taken for credit.

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7E. Payment of Expenses

Payments are limited to registration fees, course tuition, and required textbooks. The required textbook fee is limited to \$20 per course. Any additional cost is paid by the employee. The Agency will not be responsible for late registration fees, general school supplies, or suggested reading materials.

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ATTACHMENT 7A

REIMBURSABLE AGREEMENT FOR AFTER-HOURS TRAINING

I understand that I will be required to pay or reimburse AID for any costs the Agency may have incurred on my behalf if I:

a. Withdraw after enrollment for reasons other than those listed below --

1. Unanticipated TDY - with supporting document
2. Prolonged illness - with supporting document
3. Unanticipated overseas assignment - with supporting document

b. Substitute a course without the written approval of OPT/PS&CD. (In case of emergency, an employee may receive approval by phone to substitute a course. When this occurs, the employee must submit to OPT/PS&CD, within three working days, a new Optional Form 170 (10 part) reflecting the change.) OPT/PS&CD will acknowledge the change in writing.

c. Fail to complete the course with a passing grade.

d. Fail to submit a copy of my grade to OPT/PS&CD within two months after completion of the course. Unofficial grade will not be acceptable. Failure to comply with the above will result in a copy of the application sent to the Office of Financial Management (FM) for collection. Until such time as full repayment of funds have been made, the employee will be restricted from further after-hours study. (OPT/PS&CD will advise the employee in writing prior to any submission for collection to FM.)

I have read and agree to comply with the above provisions.

Signature Date

Office symbol, room number, and building Telephone number