
 Town of Swansboro	Personnel Policy		The Pay Plan Reimbursement of Training Expenses	
			Number: Article III; Section 20	Revisions:
	Supersedes:	Approved By: 		

ARTICLE III. THE PAY PLAN

Section 20. Reimbursement of Training Expenses

An employee who enters a voluntary but job-related training program or educational course, with the prior approval of the Town Manager, may be reimbursed for expenses such as tuition and books upon successful completion of the program. The Board may set annual limits for the amount of reimbursement. If the employee leaves employment with the Town within twenty-four months thereafter, the employee shall reimburse the Town for such expenses.