

## **POLICY MANUAL**

### **CHAPTER 6 - HUMAN RESOURCES POLICIES**

#### **6.23 PROFESSIONAL DEVELOPMENT POLICY**

##### **PURPOSE:**

This policy establishes guidelines for providing position related training, fee reimbursement, and professional membership and dues for all employees and organizational units of the Mississippi Lottery Corporation (“MLC”).

##### **POLICY:**

It is the policy of the MLC to provide work related training and at its sole discretion offer reimbursement for educational opportunities which foster the professional growth and development of employees.

##### **PROFESSIONAL DEVELOPMENT:**

Professional development includes seminars, symposia, workshops, courses, certifications, licensures, memberships, and other educational opportunities that enhance an employee's abilities to complete his/her functions and duties.

##### **A. Courses and Seminars**

Courses and seminars taken as part of a certification program or required continuing education which are fee based as part of a licensing process may be reimbursed to the employee provided the following criteria are met:

- a. An employee must be employed for a minimum of one (1) year (from his or her start date); and
- b. Program curricula must provide for certification in a professional or technical field; and
- c. The certification program must be conducted by a firm professionally recognized as experts in the field of study; and
- d. The course, program or license meets the MLC’s present or future need; and
- e. The employee must pay for the educational training up front and be reimbursed once the training is successfully completed; and
- f. The amount of educational training funds expended by the MLC shall not exceed \$1500 per employee within a twelve (12) month period, unless the training is at the request of the MLC; and
- g. The employee signs a contract agreeing to reimburse the Corporation if the employee decides to terminate employment within one (1) year of completing the certification program and receiving reimbursement; and
- h. The employee completes the Request for Educational Training Reimbursement Form.

Employee will only be reimbursed by the MLC upon receipt of a certification issued to the employee attesting to the successful completion of the program or a copy of the test results, if required for certification, indicating a

passing grade or score. Should the employee not successfully attain certification/designation, the MLC will not reimburse the employee.

**B. Employee Training and Seminars**

- a. Requests must be accompanied by a memorandum from the department manager, with the concurrence of the division senior vice president or department vice president outlining the following information: supporting justification that the requested training is important to the performance of duties and responsibilities of the employee, including a statement of benefits to be derived by the MLC.
- b. The designated training, seminar or program must develop or improve the employee's skill and knowledge within the field s/he is currently working.
- c. If the cost of a training course, program or seminar is in excess of \$1500 per employee, the employee will be required to sign a contract agreeing to reimburse the Corporation if the employee decides to terminate employment within one year of completing the same.

**C. Continuing Education Program**

- a. Courses required as a condition precedent to an employee retaining his/her current position must be requested by the department manager, with the concurrence of the division senior vice president or department vice president, outlining the following: supporting justification that the requested training is essential to the performance of the employee's current position, including a statement of benefits to be derived by the MLC.

**D. Professional or Other Organization Memberships and Dues**

- a. The MLC will provide funds for these expenditures in accordance with the following general guidelines:
  1. All requests for such approvals must be submitted in advance of any expenditures being made and must be accompanied by a memorandum from the division senior vice president or department vice president. This memorandum should contain supporting justification reflecting that such membership is essential to the performance of the duties and responsibilities of the employee or department, including a statement of the benefits to be derived by the MLC.
  2. All memberships must be in the name of the MLC except in those instances where the professional or other organization does not accept institutional memberships.
  3. Corporation funds shall be used for maintenance of an individual's professional status in any association or organization that is job related or required for the job.
  4. Approval for the expenditure of MLC funds for payment of membership dues shall be made by the President or designee.