



# Staff Report

**TO:** Board of Directors

**FROM:** Naomi Schmitt, Human Resources Manager  
Jennifer Hanson, General Manager

**DATE:** July 13, 2022

**SUBJECT: District Policy 2174 – Education (Consent)**

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## *HUMAN RESOURCES*

**RECOMMENDATION:**

Adopt Resolution 2022-40 (Reinstating and Updating Administrative Policy 2174 – Education) .

**BACKGROUND:**

This item was presented to the Board of Directors as a workshop item for Board input on June 22, 2022. Based on the input received, the proposed policy revision were revised to increase clarity.

In 2020, the Board of Directors suspended Board Policy 2174 as a cost-savings measure due to concerns related to the pandemic. The policy allowed for reimbursement of educational expenses in an amount not to exceed \$2,000 per eligible employee.

An educational assistance program can help recruit, develop, engage and retain high-quality employees. Traditionally employees who are offered tuition reimbursement usually stay longer at the District. One of the biggest challenges facing the District right now is the recruitment of high-quality employees. Re-instating the policy will not only help with recruitment but can also serve as a valuable aid in succession planning. It should be noted that two current employees were previously able to participate in the program and then were subsequently successful in promoting to a higher position due to the ability to participate in the reimbursement program. This is direct evidence of how this program has benefited the District.

Due to the eligibility requirements included in the policy, the number of participants is typically limited to between 3 and 5 employees at any given time. As such, the annual cost to the district is typically less than \$10,000 per fiscal year and is included in the annual budget process.

Staff recommends that this policy be reinstated. Additionally, staff requests feedback on the proposed policy revisions.

**BUDGETARY IMPACT:**

No budget impact until time of adoption.

Attachments: (3)

- Resolution No. 2022-40 (Reinstating and Updating Administrative Policy 2174 – Education)
- Redline Policy Revisions
- Draft Policy



**RESOLUTION NO. 2022-40**

**OF THE BOARD OF DIRECTORS OF THE NEVADA IRRIGATION DISTRICT**

**REINSTATING AND UPDATING  
ADMINISTRATIVE POLICY 2174 - EDUCATION**

**WHEREAS**, the Nevada Irrigation District (the “District”) intends to establish, and revise from time to time, administrative policies to guide the operations and management of the District; and

**WHEREAS**, In 2020, the Board of Directors suspended Administrative Policy 2174 as a cost-savings measure due to concerns related to the pandemic; and

**WHEREAS**, an educational assistance program can help recruit, develop, engage and retain high-quality employees; and

**NOW, THEREFORE, BE IT RESOLVED**, the Board of Directors of the Nevada Irrigation District hereby reinstates and adopts the following policy as attached, and shall be incorporated herein:

- #2174 - Education

**BE IT FURTHER RESOLVED**, that the attached policy shall be incorporated into the District Policy Manual, and the Board Secretary is hereby authorized to assign and revise policy numbers, and format and reformat the attached, as needed for an organized, comprehensive, policy manual.

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**PASSED AND ADOPTED** by the Board of Directors of the Nevada Irrigation District at a regular meeting held on the 13<sup>th</sup> day of July 2022 by the following vote:

<b>AYES:</b>	Directors:
<b>NOES:</b>	Directors:
<b>ABSENT:</b>	Directors:
<b>ABSTAINS:</b>	Directors:

\_\_\_\_\_  
President of the Board of Directors

**Attest:**

\_\_\_\_\_  
Secretary to the Board of Directors

# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Education

POLICY NUMBER: 2174 —~~This policy is suspended until reserves are appropriately funded.~~

~~The District encourages all employees to continue their education. To assist employees in this effort, the District may provide reimbursement of tuition expenses that allow employees to further their education and acquire additional skills in subject areas that are appropriate and advantageous to the mission of the District.~~

~~The purpose of education sponsored by the District is to provide for the necessary education of its employees that is appropriate and advantageous to the mission of the District.~~

2174.1 The Human Resources Manager shall be responsible for staff leadership and coordination efforts. Final authorization will be the responsibility of the District. The following guidelines will provide each Department Manager with standards for recommendations:

2174.1.1 ~~Tuition reimbursement may be made to active, full-time regular employees who have completed their probationary period and are in good standing. Employees are not eligible for the participation in the program if they are on a performance improvement plan (PIP) or on a leave of absence at the time of application or reimbursement. Employees eligible for veteran's educational benefits or other government plans are not eligible for benefits under this policy until benefits from other such plans are exhausted. Only regular employees in good standing will be considered for educational coursework.~~

2174.1.2 ~~Courses must be given by an accredited institution. The employee must have the approval of their Department Manager, the Human Resources Manager and the General Manager prior to enrollment. Approved courses will be reimbursed as follows:~~

- ~~a) Courses and/or degree programs that are directly related to an employee's current position will be paid at one hundred percent (100%).~~
- ~~b) Courses and/or degree programs that are not directly related to an employee's current position will be paid at fifty percent (50%).~~

~~All educational requests must outline in writing the following information:~~

~~Cost~~

~~Location~~

~~Dates~~

~~Course description~~

2174.1.3 ~~Upon approval of a course and completion with a passing grade of C or better (Pass in the cases where only Pass/Fail is given) the employee will be reimbursed the cost of the tuition and other costs such as laboratory fees and assigned textbooks. Total tuition reimbursement shall not exceed two thousand dollars (\$2,000) in a fiscal year. No unpaid balances over the~~

~~maximum will be carried forward to the next fiscal year. College courses will be sponsored including continuing education oriented toward degrees of a general nature. The employee must have the approval of their Department Manager, the Human Resources Manager and the General Manager prior to enrollment. Courses directly related to the job will be paid at one hundred percent (100%) upon satisfactory completion; courses not directly related to the job will be paid at fifty percent (50%) upon satisfactory completion.~~

~~2174.1.4 Reimbursement for authorized courses discontinued prior to completion due to unforeseen emergency, family illness, or other catastrophic event may still be reimbursed if approved by the General Manager.~~

~~The annual contribution for education will not exceed \$2,000 per employee.~~

~~2174.1.5 — Should an employee terminate an authorized course prior to its completion without Department Manager approval, the total cost of the course, or a portion thereof, shall be the employee's responsibility.~~

Adopted: June 25, 2014 via Resolution No. 2014-40

Revised: July 24, 2019 via Resolution No. 2019-24

Revised: July 13, 2022 via Resolution No. 2022-40

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# Nevada Irrigation District

## POLICY MANUAL

POLICY TITLE: Education  
POLICY NUMBER: 2174

The District encourages all employees to continue their education. To assist employees in this effort, the District may provide reimbursement of tuition expenses that allow employees to further their education and acquire additional skills in subject areas that are appropriate and advantageous to the mission of the District.

- 2174.1 The Human Resources Manager shall be responsible for staff leadership and coordination efforts. Final authorization will be the responsibility of the District. The following guidelines will provide each Department Manager with standards for recommendations:
  - 2174.1.1 Tuition reimbursement may be made to active, full-time regular employees who have completed their probationary period and are in good standing. Employees are not eligible for the participation in the program if they are on a performance improvement plan (PIP) or on a leave of absence at the time of application or reimbursement. Employees eligible for veteran's educational benefits or other government plans are not eligible for benefits under this policy until benefits from other such plans are exhausted.
  - 2174.1.2 Courses must be given by an accredited institution. The employee must have the approval of their Department Manager, the Human Resources Manager and the General Manager prior to enrollment. Approved courses will be reimbursed as follows:
    - a) Courses and/or degree programs that are directly related to an employee's current position will be paid at one hundred percent (100%).
    - b) Courses and/or degree programs that are not directly related to an employee's current position will be paid at fifty percent (50%).
  - 2174.1.3 Upon approval of a course and completion with a passing grade of C or better (Pass in the cases where only Pass/Fail is given) the employee will be reimbursed the cost of the tuition and other costs such as laboratory fees and assigned textbooks. Total tuition reimbursement shall not exceed two thousand dollars (\$2,000) in a fiscal year. No unpaid balances over the maximum will be carried forward to the next fiscal year.
  - 2174.1.4 Reimbursement for authorized courses discontinued prior to completion due to unforeseen emergency, family illness, or other catastrophic event may still be reimbursed if approved by the General Manager.

Adopted: June 25, 2014 via Resolution No. 2014-40  
Revised: July 24, 2019 via Resolution No. 2019-24  
Revised: July 13, 2022 via Resolution No. 2022-40