

**Procedure Title:****EMPLOYMENT BENEFIT PROGRAMS****PROCEDURE NUMBER: 3-1-4****Policy Title:**

Educational Assistance

**Effective Date:**

2/1/2003

**Revision Date:**

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

**PROCEDURE:**

1. Keystone recognizes that the skills and knowledge of its employees are critical to the success of Keystone. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within Keystone.
2. Keystone may provide educational assistance, depending upon availability of funds, to all eligible employees immediately upon assignment to an eligible employment classification. To maintain eligibility employees must remain on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:
  - Regular full-time employees
3. Employees should contact the Human Resource Department for more information or questions about educational assistance.
4. While educational assistance is expected to enhance employees' performance and professional abilities. Keystone cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

**NOTES:**

