

PROFESSIONAL DEVELOPMENT PLAN

Through the Professional Development Plan (“PDP”), ORU recognizes the importance of our employees enhancing their knowledge, expertise, experience, and capabilities through educational programs and/or activities which exceed or are in addition to the bachelor’s degree. Toward that end, the PDP provides, for approved courses, reimbursement of tuition and other approved costs as described below.

I. ELIGIBILITY. If attendance or enrollment in educational courses, conferences, or seminars is deemed appropriate and/or necessary by ORU, the cost may be eligible for reimbursement under the PDP. Examples include courses to meet licensure, accreditation, or continuing education requirements. If a course is needed to meet the minimum requirements for a job or for a new position, the course is generally not covered in the PDP. All full-time employees who have completed 6 months of continuous employment may apply for professional development assistance. 6 credit hours is the maximum number of hours per semester (unless a greater number is approved for sabbatical leave).

II. PROCESS. Each fiscal year an allocation of money will be appropriated to the PDP. The form to apply for the PDP must be submitted electronically for administrative approvals. The forms are available on the ORU VISION system on the ORU website. Course(s) must be taken from ORU whenever possible and if not then from another accredited university, college, or vocational/technical school. The determination whether to grant the professional development request under the PDP is subject to the sole discretion of ORU.

III. BENEFITS. For approved requests, ORU will pay up to (subject to budgetary constraints and funding) 100% of the tuition, including approved textbooks, materials, laboratory fees, registration fees, examination fees, or travel and lodging. The approved amount will be paid by ORU upon the department head receiving within 4 weeks following the completion of the course a statement from the school or organization listing the courses taken; the total amount of tuition; and evidence of the final grade (or completion for a pass/fail course). A final grade of C or better is necessary for each approved course completed; however, an approved course of study leading to a graduate-level degree will require a grade of B or higher.

IV. REPAYMENT OF REIMBURSEMENT. An employee who receives reimbursement or benefits from the PDP shall maintain employment in their position with Employer for one year for every \$15,000 in reimbursement (“Term of Service”) or be required to reimburse Employer for the amount of reimbursement as more fully set forth in Section IV of the Educational Assistance Plan (Section IV is adopted and incorporated as if fully set forth herein).