

**Memorandum of Understanding**  
**Certification Reimbursement**  
**2024-2026**

The Sussex County Vocational Technical School District (“District”) and the Sussex Tech Support Employees Association (“Association”) enter into this Memorandum of Understanding (“MOU”) regarding reimbursement for professional industry licenses and/or certifications.

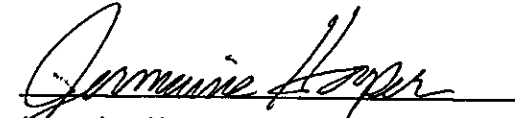
Professional industry licenses/certifications are those which are required for an employee to perform required job duties. These include, but are not limited to:

<b>Employment Position</b>	<b>Professional License / Certifications Required</b>
Maintenance Electrician, Plumber, HVAC Technician, etc.	Master Electrician Certification and/or any certification required
Custodian/Maintenance Water Treatment	Office of Public Health Drinking Water Operator License
Custodian/Maintenance Wastewater/Sewer	Delaware DNREC On-Site Wastewater Inspector License (Class H) Delaware DNREC On-Site Wastewater Liquid Waste Hauler License (Class F)

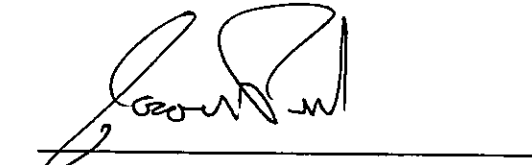
This list is not exhaustive and is subject to additions or changes. Additional certifications and license reimbursements are subject to approval by the Director of Human Resources and Support Services.

Any employee may submit for reimbursement for any fee incurred to renew a license or certification to the Human Resources office. The Human Resources office will publish a process for reimbursement. In addition, an employee may submit for payment of professional development needed to renew the license or certification.

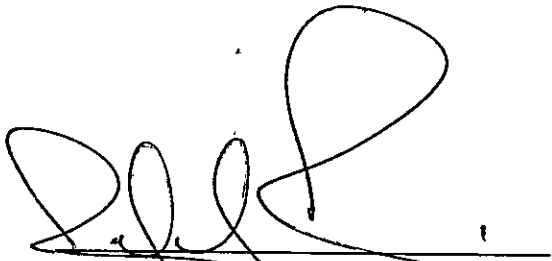
**Memorandum of Understanding**  
**Certification Reimbursement**  
**2024-2026**



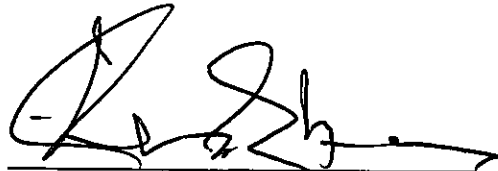
Jermaine Hooper, STSEA President




Jason Peel, Ed.D.  
Director of Human Resources & Support Services



Rafael Encarnacion, STSEA Vice-President



Kevin E. Carson, Ed.D.  
Superintendent



Gary Brittingham  
School Board President

Date: 12/11/24