

CLASSIFIED STAFF TUITION REIMBURSEMENT

A. Tuition Reimbursement

The Board agrees to grant allowances to individual non-certificated full-time and part-time regular personnel for tuition reimbursement according to the following guidelines:

1. Personnel must have been employed by the Board for a period of one (1) year or more. Employees may not claim both tuition reimbursement and workshop compensation.
2. All credits require prior approval by the Supervisor, Director, and Superintendent on a standard requisition form supplied by the Board four (4) weeks in advance of registering for a course in order that an applicant be eligible for reimbursement. The Superintendent shall approve all applications which meet the criteria established in this Article. The Superintendent will respond to the applicant within fifteen (15) working days after they have received the request.
3. Credits must be earned in a course from an accredited college or university in the employee's area of classification and assignment. Those credits earned must be for professional improvement directly related to the employee's area of classification and assignment.
4. Course work must be scheduled at times that do not interfere with normal duties during the regular work day of the employee.
5. No employees will receive tuition reimbursement credit for more than twelve (12) semester hours or eighteen (18) quarter hours per calendar year.
6. In order for an employee to be eligible for reimbursement, proof of payment for the requested hours and an official grade report from the college or university showing a "C" grade or better must be filed with their immediate supervisor who will in turn submit approval to the Treasurer's Office.
7. To be eligible for reimbursement, the request must be submitted no later than September 15.
8. Reimbursement shall be applied towards course work taken during the year (between September 1 and August 31) and paid the following October for those staff members returning for the next school year. When the Treasurer has received those items described in the foregoing stipulations. The reimbursement formula will be as follows:
 - a. Maximum per hour will be \$300.00 per undergraduate semester hour and \$400.00 per graduate semester hour. Quarter hours will be reimbursed at \$150 per quarter hour for undergraduate and \$180 for graduate hours.
 - b. The Treasurer shall allocate a combined maximum of Twenty-Two Thousand Five Hundred Dollars (\$22,500.00) for teachers and support staff for tuition reimbursement each year.
 - c. Reimbursement per hour - \$22,500.00 divided by the total approved hours between September 1 and August 31 up to the maximum described in 8.a. above. (This is the same pool of \$22,500.00 as provided for in the Education Association contract.)
9. No employee will be reimbursed by the Board if he/she receives grants, payments or scholarships from some other source for tuition. If the grant payment or scholarship does not cover the full cost of tuition, the employee may apply for the difference up to the maximum allowed.
10. If classes are not to be completed within one (1) year of the approval, the employee must notify the Board at the time the request for approval is made, and reimbursement will not be made for completed courses until October of the following year when classes are completed. ALL classes must be completed within two (2) years of approval.

Brief explanation of how course(s) will benefit you in your current position:

