

Educational Support Personnel Tuition Reimbursement Program

Section A - Introduction

The Board of Education endorses the concept of tuition support for additional training or course work for educational support personnel which leads to improved occupational skills and increased on-the-job effectiveness.

Section B - Tuition Reimbursement Benefit

As an incentive to acquire increased knowledge and skills to better prepare for the functions of their current position or to acquire knowledge and skills for job advancement, the District may reimburse tuition expenses for courses or training seminars/workshops successfully completed by non probationary educational support personnel.

Employees hired before July 1, 2000, may be reimbursed, for tuition expenses up to \$450 per fiscal year.

Employees hired beginning July 1, 2000, may be reimbursed for tuition expenses at the rate up to \$140.00 per semester hour during 2022-23, \$160.00 per semester hour during 2023-24, \$180 per semester hour during 2024-25, \$200 per semester hour during 2025-26, and \$220 per semester hour during 2026-27 and beyond, up to a maximum of eighteen semester hours per fiscal year.

Tuition reimbursement is limited to four semester hours per non-summer term and no more than eighteen semester hours per year.

Section C - Process for Receiving Pre-Approval and Reimbursement

In order to receive reimbursement, the employee shall obtain, in advance of starting courses, the endorsement of their supervisor and the approval of the Assistant Superintendent for Human Resources, as follows:

1. Application forms for tuition reimbursement shall be completed by the employee and provided to their supervisor for endorsement. The supervisor may endorse or reject the application. If the application is rejected, the supervisor will provide the employee with an explanation.
2. If the supervisor endorses the application, the application shall be forwarded to the Assistant Superintendent for Human Resources for consideration. The Assistant Superintendent for Human Resources may approve or reject the application. If the application is rejected, the Assistant Superintendent for Human Resources will provide the employee with an explanation.
3. A copy of the application form specifying the action taken by the Assistant Superintendent for Human Resources will be returned to the supervisor and the employee. The original application form will be placed in the employee's personnel file.

In order to receive the tuition reimbursement, the employee shall present the human resources office with a paid receipt showing the amount of tuition paid by the employee and a university transcript indicating successful completion of the course. Successful completion shall be defined as receiving a grade of "A" or "B" in the course.



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