

TEACHER AND LEADER PATHWAYS OFFICE REIMBURSEMENT POLICY AND PROCEDURES (Page 1 of 2)

2023-2024 (\$800 per school year)

**PLEASE BE SURE TO READ THE GUIDELINES BEFORE COMPLETING
Richmond Public Schools Talent Office
Application must be submitted 30 days in advance of the class/test.**

EMPLOYEE DATA (Type or Print)

EMPLOYEE # _____ NAME _____ HOME/CELL PHONE _____
HOME ADDRESS (Include City, State, & ZIP) _____
WORK LOCATION _____ WORK PHONE _____
TITLE _____ E-MAIL _____

COURSE/CLASS INFORMATION (One class per form) Date of Registration _____

Name of University _____ Class Starts _____ Class Ends _____

Course Number Title Credit Hours Total Cost

Type of Education/Training program: Undergraduate Graduate Vocational/Technical

**TEST/ASSESSMENT INFORMATION ONE TEST PER FORM
(UP TO \$400 DOLLARS CAN BE USED FOR TESTING FEES)**

Name of Test _____

Date of Test _____ Location _____ Score _____

TEST REGISTRATION INFORMATION MUST ACCOMPANY THIS FORM

I HAVE READ THE GUIDELINES PERTAINING TO THE COMPLETION OF THIS APPLICATION. I UNDERSTAND AND AGREE TO COMPLY WITH ITS PROVISIONS. I ALSO CERTIFY THAT THE INFORMATION ABOVE IS CORRECT AND WILL CONTACT THE TEACHER AND LEADER PATHWAYS OFFICE IF ANY INFORMATION ON THE FORM CHANGES. (PAGE 1 OF THIS FORM MUST BE SUBMITTED IN ITS ENTIRETY TO THE TEACHER AND LEADER PATHWAYS OFFICE 30 DAYS PRIOR TO THE START DATE OF CLASS/TEST.)

Signature of Applicant _____ Date _____

DIRECTOR/PRINCIPAL/SUPERVISOR OR DESIGNEE'S SIGNATURE OF APPROVAL TO TAKE ABOVE COURSE/TEST:

Signature of Director/Principal/Supervisor or Designee _____ Date _____

Talent Office Approval Denial Date _____
Reason for denial Signature _____

REIMBURSEMENT REQUEST SUMMARY (For Office Use Only)

This portion to be filled in by the Director/Principal/Supervisor or Designee AFTER the applicant completes class/conference/workshop and then sent to Department of Finance, 16th Floor. Date Application Received from Talent Office P.O. #: Vendor #: _____

Applicant turned in receipt(s)/documentation: Date

Applicant's Final Grade / Proof of Attendance:

Submitted to Finance:

Tuition Reimbursement Invoice #:

Signature of Director/Principal/Supervisor or Designee _____ Date _____

PERTAINING TO THIS APPLICATION FOR REIMBURSEMENT. SUBMIT APPLICATION, RECEIPT(S) AND DOCUMENTATION TO THE DEPARTMENT OF FINANCE.

TEACHER AND LEADER PATHWAYS OFFICE REIMBURSEMENT POLICY AND PROCEDURES (Page 2 of 2)

PURPOSE: To improve the quality of job performance; to encourage teachers and support staff to engage in job-related professional development to enhance the standard of services provided by Richmond Public Schools, as well as to aid in attracting and retaining quality employees.

PROCEDURES: Richmond Public Schools' employees who pursue professional development activities will be reimbursed, per fiscal year, a maximum amount as determined by the School Board. All applicants for an undergraduate course must attain a grade of "C" or better and graduate applicants, a grade of "B" or better. A course with a "Pass/Fail" grade is acceptable. All applicants must obtain a "pass" grade. **Reimbursement for all staff is contingent upon availability of funds and will be issued on a first come, first served basis. Priority will be given to licensure for staff in high needs areas (Math, Science, SPED, ESL)**

I. ELIGIBILITY REQUIREMENTS:

- A. Applicants must be a permanent/full-time employee.
- B. All applications for reimbursement must be received in the Office of Professional Development thirty (30) days PRIOR to the start date of the class/test/certification. Applications not received 30 days prior may require additional documentation.

II. CONDITIONS AND LIMITATIONS OF REIMBURSEMENT:

- A. The following professional development activities are covered by this policy:
 - 1. Courses offered at an accredited institution of higher learning;
 - 2. Priority will be given to high needs areas (Special Education, Science, Math, ESL)
 - 3. Testing Reimbursements are only for tests for teacher/administrative licenses or industry certification tests.
- B. The following limitations apply to the reimbursement policy:
 - 1. Tuition Reimbursement is \$800 for the fiscal year for all teachers and non-instructional employees. Of the \$800, the maximum that can be used for licensure or certification testing is \$400. (e.g. If \$400 is used toward a class then only \$400 remains toward a test registration...all not to exceed \$800 total).
 - 2. **All paperwork must be sent to the Department of Finance within 30 days of completing the class/test/certification.** Paperwork for classes/conferences/workshops taken from July 1 thru August 30 not received in Finance by September 30 will not receive reimbursement. Paperwork for classes/tests taken from September 1 thru December 30 not received in Finance by January 30 will not receive reimbursement. Paperwork for classes/tests taken in the winter/spring not received in Finance by June 15 will not receive reimbursement.

III. REIMBURSEMENT PROCEDURE:

- A. Applicants must complete all information requested on the Tuition Reimbursement Application form. The application must be signed by the Director/Principal/Supervisor or Designee PRIOR to being sent to the Teacher and Leader Pathways Office. Incomplete applications will not be processed.
- B. **For a college course:** All paperwork must be sent to the Talent Office (Cjames2@rvaschools.net) **within 30 days of completing a class. The applicant must send a legible copy of a grade report and proof of payment (registration receipt, cancelled check, charge account receipt, or a receipt issued by the institution) along with a copy of the application, once the course has been completed.**
For a test/certification: All paperwork must be sent to the Talent Office (Cjames2@rvaschools.net) **within 30 days of completing test/certification. Upon completion of the activity the applicant must send a legible copy of test score, dated agenda, or certificate of attendance and proof of payment (registration receipt, cancelled check, or charge account receipt), to the Director/Principal/Supervisor or Designee.**
- C. Once all guidelines are met, the Talent Office will send a request for reimbursement to Finance and a check will be issued through direct deposit or mailed to the employee's home address.

FOR FURTHER INFORMATION CONTACT:

Talent Office, City Hall
Phone: 804.780.7859

Chrisantha James: cjames2@rvaschools.net

- Distribution:**
- 1. Original application is sent to the Teacher and Leader Pathway Office.
 - 2. The Teacher and Leader Pathway Office will process and send to the applicant's principal/director/supervisor or designee and a copy to the applicant.
 - 3. The original applicant will send the original application to the Teacher and Leader Pathway Office with all documentation.
 - 4. Finance will mail the reimbursement check to the applicant.