

ARTICLE 17: TUITION REIMBURSEMENT

A. Credits

1. The District shall reimburse any regularly employed full time ~~licensed employee~~ **bargaining unit member** up to 12 quarter hours of college credit classes during a three-year tuition reimbursement cycle as established in Article 17.2B below, and to be renewed each three years thereafter. Full time temporary ~~employees~~ **bargaining unit members** will be eligible to receive tuition reimbursement for up to 4 quarter hours of college credit classes for each 135 days or more of a contract year employed by the District during a school year. NOTE: For institutions on the semester system, each three (3) quarter hours shall be considered equivalent to two (2) semester hours.
2. To be eligible for reimbursement, coursework must meet either of the following requirements specified in Article 17.A.2.a or b below, and be approved by the principal and then be submitted by the ~~employee~~ **bargaining unit member** to the Human Resource Department for final approval in advance of registration.
 - a. (1) Course work must be in advanced degree and/or certification program in which the ~~employee~~ **bargaining unit member** is enrolled; or
 - (2) College credit courses directly related to the ~~employee's~~ **bargaining unit member's** assignment; including those which the teacher chooses to audit; or
 - (3) Tuition registration for workshops/conferences directly related to the ~~employee's~~ **bargaining unit member's** assignment, including those the **bargaining unit member** chooses to audit. Costs for such workshops and conferences shall not exceed the cost of ~~three (3)~~ **twelve (12)** college credits at **PSU Portland State University**. ~~Exceptions shall be made for employees who must maintain required licensure for which the District does not provide professional development (i.e. SLP's). Costs for such workshops and conferences shall not exceed the cost of 12 college credits at PSU.~~
 - b. Approved courses, District approved in service courses and workshops when required by the District and/or specified in the evaluation.

Excluded from reimbursement under this Article are: travel, private coursework, and curriculum development, except when a college requires these activities for part of the degree or certification program in which the ~~employee~~ **bargaining unit member** is enrolled or when these activities are specifically required through the District evaluation program.
3. If the District requests or requires that an **bargaining unit member** ~~employee~~ become licensed or endorsed in an area other than presently held, the District will pay the full tuition at the Portland State University rate after exhaustion of any other tuition reimbursement to which the **bargaining unit member** ~~employee~~ is entitled. This does not include courses taken to maintain certification or to qualify for a change in certification initiated by the **bargaining unit member** ~~employee~~ or required by TSPC.

B. Application for Reimbursement

The period between September 1 and August 31 is considered as a “reimbursement year.” Application for reimbursement, a receipt for tuition charges paid and evidence of successful completion of the course (such as grade slips, transcript, verification of completion) must be filed in the Human Resource Department prior to December 1 following the reimbursement year ending August 31. Reimbursement for **bargaining unit members** employees new to the District will not be granted for summer session work taken prior to the effective date of their contracts.

C. Reimbursement Rates

1. The District will reimburse **bargaining unit members** employees the actual cost of tuition at the rate in effect at an accredited college or university where the classes are taken.
2. When a grant or aid is received from a source other than the District, the sum will be subtracted from the District’s reimbursement.
3. The number of quarter hours the District will reimburse for less than full time **bargaining unit members** employees will be prorated based upon:
 - a. The portion of the school day worked by the **bargaining unit member** employee and
 - b. The portion of the school year worked by the **bargaining unit member** employee.

D. Funding

The District will continue to fund the tuition reimbursement program in the same manner that it has in past years. If those funds are exhausted during this Agreement, the District and Association will bargain over possible changes to the tuition reimbursement program, and the professional enhancement program.

E. Reimbursement for Cost of Language Training

1. The District and the Association agree that there is an increased emphasis by the District in the areas of multicultural education, inclusion, and diversity. To this end, the District shall support those **bargaining unit members** employees that seek further training in order to support the District’s efforts.
2. The District will reimburse **bargaining unit members** educators for the tuition cost of college-level or other pre-approved courses in non-English languages after exhaustion of the **bargaining unit member’s** educator’s tuition reimbursement set forth in Section A.1. Such reimbursement shall be limited to six quarter credit hours in a three-year cycle, or the equivalent value.