

TUITION REIMBURSEMENT FOR EMPLOYEES

When in the judgment of the Executive Director, or designee, the course for which reimbursement is requested will make a meaningful contribution to a more effective job performance of the duties to which the certified or non-certified employee is assigned, then such reimbursement shall be granted.

Each course must be submitted for approval through the Employee Tuition Reimbursement App in accordance with policy requirements and all support documentation uploaded by the required dates for certified and non-certified staff to be eligible for reimbursement.

In addition, the employee must have met the following:

- The employee must have completed at least one year of continuous employment at LEARN and be actively employed at LEARN at the time of reimbursement
- The employee must be scheduled to work 20 hours a week or more to be eligible for tuition reimbursement.

Tuition Reimbursement (non-certified staff)

Tuition reimbursement for non-certified staff includes any job-related college level course. Non-certified staff will share an annual pool of \$12,000 to be divided among the applicants meeting all the required documentation by July 1st (\$6,000) and January 1st (\$6,000) in accordance with their costs and distributed proportionately to those with completed documentation. Reimbursements will be included in staff paychecks the last pay period in the months of July and January.

Graduate Study Reimbursement (certified staff)

In accordance with the LEA and LAO collective bargaining agreements, certified staff will receive reimbursement for graduate level courses at a maximum rate of 50% of cost of tuition or 30% of UCONN' current year's tuition rate for the same number of credits for each course meeting all the required documentation submitted by July 1st and January 1st. Reimbursements will be included in staff paychecks the last pay period in the months of July and January.