

Tuition Reimbursement**PLATTSMOUTH COMMUNITY SCHOOLS TUITION REIMBURSEMENT PROGRAM For Current Support Staff (non-certified) Employees**

The Plattsmouth Community Schools Board of Education recognizes the importance of employing quality teachers to support our students. Upon approval by the Superintendent or designee, support staff members may be reimbursed for course tuition associated with courses included in a program of study leading to a certification endorsement from the Nebraska Department of Education that makes the employees eligible to teach for PCS and the building administrator confirms said employees will be teaching in areas specific to the endorsement in the present school year or future school years. The intent of this program is to encourage selected support staff employees to earn certification endorsements from the Nebraska Department of Education that makes the employees eligible to teach for PCS.

Objectives include, but are not limited to, the following:

1. To offer financial incentives that will provide motivation for selected support staff employees to earn certification endorsements from the Nebraska Department of Education that makes the employees eligible to teach for PCS.
2. To provide an incentive to develop quality teachers from current support staff employees in the Plattsmouth Community Schools.

CRITERIA FOR ELIGIBILITY

To be eligible for the Tuition Reimbursement Program, selected support staff employees must meet the following requirements:

1. Be a full-time or part-time support staff employee.
2. Have on file a letter from the college or university indicating admission into a program (or confirmation of enrollment in courses) that will make the employees eligible to teach for PCS in areas related to their endorsement(s).
3. Complete the application form and submit it to the building principal prior to the deadline.

Deadlines:

Aug. 1 for the fall semester (Aug. to Dec.)

Jan. 1 for the spring semester (Jan. to May)

June 1 for the summer term (June and July)

If signed and approved, the principal will forward the form to the payroll administrator for initial review. If the form is submitted to the payroll administrator by the deadline and includes all necessary documentation, the payroll administrator will initial it and forward it to the Superintendent for a final review.

4. The Superintendent or designee will review the application. After review of the application, the Superintendent will return it to the payroll administrator who will notify the applicant about the status of his/her application.
5. Upon approval, the support staff employee may register for the course and submit a copy of the course number, credit hours, and tuition statement to the Superintendent or designee.

CRITERIA FOR SELECTION

Each application will be reviewed on an individual basis, based on the following priority:

1. The support staff employee has been identified by the Superintendent and building principal as someone that has been selected for a teaching position.

2. The program (or confirmation of enrollment in courses) will enable the employees eligible to teach for PCS in areas related to their certification endorsement(s).
3. Persons on leave-of-absence are not eligible for the Tuition Reimbursement Program.

CRITERIA FOR REIMBURSEMENT

This Tuition Reimbursement Program will reimburse to a maximum of one-half of the approved applicant's tuition for **twelve (12)** credit hours per year. Reimbursement will be for the tuition costs only and will not cover other expenses. The one-half reimbursement will be based upon the per-credit-hour tuition rate at the University of Nebraska Omaha.

For reimbursement, the approved applicant must have the college/university submit and official transcript to the payroll administrator a tuition statement and enrollment form showing the course number and credit hours. The reimbursement will be provided at the completion of the course and after the applicant has provided a grade report to the payroll administrator. A grade of "C" or higher must be received to be eligible for tuition reimbursement.

OTHER PROGRAM GUIDELINES

Approved applicants who have received tuition reimbursement must remain teaching in the Plattsmouth Community Schools for **three (3) years** after the completion of the reimbursed course or repay the district for the amount of reimbursement. Any reimbursement not meeting this three-year guideline will be deducted from the final paycheck(s) of the employee.

Additionally, if support staff employees receive tuition reimbursement for coursework that will make them eligible to teach for PCS in areas related to their certification endorsement(s) and they voluntarily transfer to a noncertificated position in the district prior teaching for three (3) years at PCS after completion of reimbursed courses, the employees will repay the district for the amount of reimbursement. For employees that remain with the district but do not teach for three (3) years at PCS, the reimbursement will be deducted from paychecks in the next school year, unless the employees repay the reimbursement sooner than the next school year.

PAYMENT

Payments of Tuition Reimbursement Program will be made within thirty days of receiving the grade report showing the course number, credit hours, and grade.

ADMINISTRATION

The Superintendent and his/her designees, in accordance with this policy, shall administer the Tuition Reimbursement Program. The total annual (Sept. 1 to Aug. 31) amount of funds available for support staff employee tuition reimbursement relative to Policy 4112S shall be \$10,000 annually, unless otherwise modified by action of the Plattsmouth Community Schools Board of Education. If the District receives applications for reimbursement that exceed \$10,000 in any given year, they will be prioritized based on the earliest date of filing for the applications. In the event any provisions of this Program are found to be in violation of State or Federal Constitution, statute or regulation, the Program will be terminated.

Adopted: May 13, 2024

**PLATTSMOUTH COMMUNITY SCHOOLS
APPLICATION FORM FOR SUPPORT STAFF (NON-CERTIFIED) EMPLOYEE
TUITION REIMBURSEMENT PROGRAM**

In order for a support staff employee to receive tuition reimbursement, this form should be completed and approved prior to the deadline. A form must be completed for each semester/term that a support staff employee wishes to apply for tuition reimbursement. Please complete this form and submit it per the CRITERIA FOR ELIGIBILITY on p. 1 of Policy 4112S.

_____		_____	
Name of Employee		Social Security Number	
_____		_____	
Current Job Title	School Building		
_____		_____	
Course Name	Course Number		
_____		_____	_____
College or University	Credit Hours	When Does the Course Start	

The undersigned employee understands that the Plattsmouth Community Schools can accept or reject this application. The employee confirms that he/she has read, understands, and will comply with all provisions of Policy 4112S to receive tuition reimbursement.

TEACHER'S SIGNATURE _____ DATE _____

This support staff employee is applying for the 4112S Tuition Reimbursement Program. I have reviewed this request and verify that it complies with all provisions of Policy 4112S.

PRINCIPAL'S SIGNATURE _____ DATE _____

I verify that the course listed may be used for tuition reimbursement.

The request for tuition reimbursement is denied because: _____

Superintendent's Signature

Date

Office Use: Undergraduate