

## ARTICLE 20: TUITION REIMBURSEMENT

The District shall make available a maximum amount of \$100,000 each fiscal year for use in funding the Tuition Reimbursement Program described below. Funds not used in the fiscal year shall not be carried over to the following fiscal year.

Tuition ~~R~~ reimbursement will be allowed, not to exceed the cost of four (4) PSU undergraduate credits per fiscal year per eligible employee who takes an approved course. Where an employee's District-approved course of study involves more than four (4) credits, the employee may carry over up to four (4) credits of unused tuition reimbursement that the employee was eligible for but did not use the previous school year. In such case, a total of up to eight (8) credits may then be used the following school year, subject to District approval of the course(s) taken and to the overall limit of \$100,000 expenditure for tuition reimbursement for all classified employees in any given school year. Employees will be allowed tuition reimbursement for working seventy-five percent (75%) percent or more of the assigned contract year. Reimbursement for less than full time (8 hours) employees will be prorated based on assigned hours and days.

Tuition reimbursement will be only for classes related to the work the employee now performs for the District or for which the District determines will be of value in the performance of the employee's duties at some future date. To receive tuition reimbursement, approval for the class must be obtained from the supervisor and Human Resources prior to registration. Tuition reimbursement as discussed in this section is generally for course work requested by the employee for college or continuing education credit. However, non-credit classes or certifications of educational value that support the employee's current position may also be reimbursed. Continuing ~~E~~ education required to attain or maintain a license or board certification required for or applicable to the job may be reimbursed under this article. Certification or Recertification fees of \$50 or more and required for or applicable to the job are eligible for reimbursement under this article. First ~~A~~id classes and ~~ParaPro~~ paraeducator certification may be reimbursed under this article. Excluded from reimbursement under this article are: travel, private course work, and preparation for an alternative career.

Reimbursement for employees new to the District will not be granted for summer session work taken prior to the effective date of their contracts.

All claims for tuition reimbursement must be submitted along with a receipt showing the cost of the course actually paid by the employee. Where classes taken are on a semester hour basis, allowable quarter hours will be converted to semester hours on the basis that three quarter hours is equivalent to two semester hours.

All claims must be submitted on or before June 30 of the fiscal year in which they are earned. Evidence of successful completion of the course (such as grade slips, transcript, certificate of attendance) must be filed in Human Resources prior to October 1.