

SECTION 3.04 COURSEWORK REIMBURSEMENT

Eligibility

1. The eligibility period shall run on a calendar year from January 1 through December 31.
2. This policy will be subject to an annual review; renewal will be based on continued funding and/or budgetary considerations.
3. Service and Support Administration, Early Childhood, and Early Intervention registration and any courses needed for Developmental Disabilities certification renewal or upgrading shall be subject to the provisions of this Policy.
4. All full-time employees who have been employed with the Board for at least one (1) year and are in active pay status are eligible for a maximum allowable reimbursement of one thousand five hundred dollars (\$1,500.00) during the calendar year of coursework requested and completed through an accredited facility/university.
5. All coursework reimbursement requests must be received and approved by the Superintendent prior to the start date of the course.

Reimbursement

1. Reimbursement will be made to eligible employees based upon yearly Board approved budget allocations and until such time the total budgetary amount is exhausted. Upon exhaustion of the total budgetary amount, no further coursework reimbursement requests will be accepted.
2. Reimbursement is contingent upon receipt of documented proof of satisfactory completion of coursework with a grade of "C" or better or a grade of "pass" in a pass/fail course.
3. Reimbursement will be made by the Board within thirty (30) days of receipt of documented proof of satisfactory completion of approved coursework.
4. An employee who uses a partial amount of the approved maximum amount may apply for the remaining amount for another course.
5. An employee must remain employed by the Board for one (1) year subsequent to 78 completion of coursework. Failure to comply with this requirement will necessitate a full 100% reimbursement to the Board. Prior to receipt of reimbursement, the employee will be required to provide written authorization of the deduction of the amount reimbursed from the employee's final pay should the employee fail to remain employed by the Board for one (1) year subsequent to completion of coursework. Furthermore, reimbursement will not be made to an employee whose employment with the Board terminates prior to the completion of the coursework.
6. Depending upon tax laws at the time of the request, reimbursements may be subject to being taxed.

Procedure

1. Employees must complete a Coursework Reimbursement Application (*See Appendix 3.04.1 Coursework Reimbursement Application*) detailing a description of the course, accredited facility/university, and relevance and benefit to their job to be approved by the Superintendent. Each course must be applied for separately.
2. After the course is completed, employees must complete the Request for Coursework Reimbursement form (*See Appendix 3.04.2 Request for Coursework Reimbursement*) and include copies of documentation including:
 - a. Amount paid in the form of a bill from the accredited facility/university
 - b. Grade received for the course from the accredited facility/university
3. Registration, lab fees, books, travel, meals, lodging, and other miscellaneous expenses are not eligible for reimbursement.
4. Class and travel time is not to be considered paid work time.

Approved as of 8/11/22