Personnel

CLASSIFIED SUPERVISORY, MANAGEMENT AND CONFIDENTIAL TUITION REIMBURSEMENT POLICY

<u>Eligibility</u> - Effective January 1, 1995, all Classified Supervisory, Management and Confidential employees of the District are eligible for the Tuition Reimbursement Policy.

General Regulations

- 1. The District shall annually allocate funds for tuition and course fee reimbursement to employees who complete courses that are field-related at accredited colleges and universities.
- 2. The Special Assistant to the President for Human Resources and Legal Affairs shall review, prioritize and approve all tuition reimbursement requests.
- 3. All courses shall be taken outside of the employee's assigned work hours. However, if the desired class is not offered outside of the employee's assigned work hours, the Supervisor may approve the employee taking that class during his or her assigned work hours.
- 4. An employee may be granted a one-time total of one thousand dollars (\$1,000.00) towards tuition or course fees.

Reimbursement

- 1. The employee shall apply <u>in advance</u> of the commencement of the course for reimbursement on the "Classified Supervisory, Management and Confidential Application for Tuition Reimbursement" Form available in the Personnel Services Office.
- 2. Reimbursement may be received for only those courses which meet the criteria established for credit.
- 3. Tuition reimbursement funds will be paid at the time the employee verifies to the Special Assistant for Human Resources and Legal Affairs that the courses have been successfully completed.
- 4. "Successful completion" shall be defined as receiving a letter grade of 'C' or better.
- 5. Any course for which tuition reimbursement has been granted shall not be eligible to be used by the employee for credit for salary advancement under the Educational Incentive Policy.

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