

Article 19 Tuition, Project and /or Workshop Reimbursement

A. Reimbursement Allocation and Authorization

For the duration of this agreement, each full-time employee shall be entitled to tuition reimbursement as follows:

Each full-time employee shall have a reimbursable amount equivalent to six (6) ~~twelve (12)~~ hours each year at the Fall ~~2011~~ 2014 Portland State University graduate rate ~~during the life of the contract.~~ Hours may accumulate during the term of the contract.

Tuition money may be used in the following manner:

1. At the employee's request, to pay for tuition for classes, workshops and conferences that align with the employee's professional goals, building goals, district goals, and/or license/credential requirements. Any materials paid for with tuition dollars are the property of the employee.
2. Upon district approval, to pay for travel and related costs for classes, workshops and conferences.
3. At the employee's request, to pay for the cost of a substitute (if one is required) necessary to attend classes, workshops or conferences. The employee shall give the building administrator prior notification when days off are being taken to attend classes, conferences or workshops.
4. District approved projects.
5. The District at its discretion may approve additional tuition grants for areas such as, but not limited to:
 - a. Additional endorsement programs.
 - i. for teachers who have been or may be RIFed from current position.

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- ii. for teachers adding endorsements that complement current endorsements and District curriculum goals
 - iii. additional state requirements to maintain a current position.
- b. Programs meeting District-identified needs.
Such grants shall be for a specified dollar amount that may be used during an identified time period.

The District shall on an annual basis identify criteria used for the authorization of costs that require District approval. **Upon request, T**the District shall ~~on an annual basis~~ provide ~~each~~ **an** employee with an itemization showing amounts of tuition dollars used and remaining.

B. Reimbursement Procedure

To qualify for reimbursement for classes taken, the employee shall notify the District of intent to seek reimbursement prior to the start of the class. Following the conclusion of the class, the employee will submit a grade slip indicating successful completion of the class to the District. The grade slip **or verification of completion** shall be submitted within one (1) month of its receipt by the employee. Additionally, the employee shall submit verification of cost for classes taken.

All notices of intent for tuition reimbursement shall be submitted on or before June 30th of the fiscal year in which the course began so funds may be reserved. Notices of intent submitted after that time will not be reimbursed. Classes qualify for funds available in the contract cycle in which the class begins.

The employee shall receive reimbursement, prior to the receipt of grade slip, by submitting verification of completion of the class or workshop. The granting of early reimbursement does not relieve the employee of the responsibility of submitting grade slips as outlined in this section. Employees who fail to submit a grade slip within sixty (60) days of the completion of the term shall be subject to having their next regular paycheck reduced by an amount equal to the early reimbursement they received.

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While the normal circumstances are outlined above, the District understands that in some situations this may create a financial hardship, thus preventing the employee from taking classes. In these instances, the employee may apply to the District for consideration for prepayment.

The District shall not be responsible for payment for the course if the employee receives a failing grade, leaves the district's employment before completing the course, or does not complete the course. Any fees already paid may be recovered through payroll deductions or other means.