

TUITION REIMBURSEMENT PROCEDURE

PURPOSE

Tuition reimbursement has been established in bargaining unit contracts as well as for non-union groups at the Bay-Arenac ISD. This procedure establishes the steps to follow for tuition reimbursement for all groups.

APPLICATION

This procedure shall apply to all administrators regardless of their location.

DEFINITION

The Board will reimburse employees for education coursework from an accredited educational institution, relevant to their current position.

RESPONSIBILITIES

- 1.0 Employees
 - 1.1 The employee will be required to obtain approval by the Superintendent/ Designee in advance of enrollment if reimbursement is to be requested using the Tuition Reimbursement Request form (attached).
 - 1.2 The employee will retain the yellow copy of the Tuition Reimbursement Request form and forward the white copy to the Staff & Organizational Development (SOD) department.
 - 1.3 The employee will forward documentation of successful completion of the course (i.e., grade report, letter of completion from the educational institution) and a copy of the receipt indicating the cost of tuition to the SOD department.

- 2.0 Administrators
 - 2.1 The administrator will be required to refer to the bargaining unit master agreement or policy to review the parameters of tuition reimbursement pertinent to the requesting employee and verify the amount requested is appropriate.
 - 2.2 The administrator will approve tuition reimbursement requests that meet the master agreement/policy specifications.

RESPONSIBILITIES (continued)

- 2.0 Administrators (continued)
 - 2.3 The administrator will assign the appropriate account number on the Tuition Reimbursement Request form.
 - 2.4 The administrator will return the tuition reimbursement request form to the requesting employee to notify the employee of approval/disapproval.

- 3.0 Staff and Organizational Development
 - 3.1 The SOD department will verify the tuition reimbursement request is in compliance with the master agreement/policy of the requesting employee.
 - 3.2 The SOD department will verify account number is in place and assign a vendor number to the Tuition Reimbursement Request form.
 - 3.3 The Tuition Reimbursement Request will be held in the SOD department until documentation is received indicating successful completion of the course.
 - 3.4 Upon receipt of the documentation indicating successful completion of the course, (i.e., grade report, letter of completion from the educational institution) and a copy of the receipt indicating the cost of tuition, the SOD Administrative Assistant will sign/initial Tuition Reimbursement Request forms that meet all specified criteria.
 - 3.5 Approved tuition reimbursement requests will then be forwarded to the Business Office/Accounts Payable for reimbursement processing.
 - 3.6 Documentation of course work completed and reimbursement will be kept on file in the SOD department.

DISTRIBUTION

This procedure is to be communicated to all administrators and bargaining unit representatives via the appropriate organizational chain of command.