

TUITION REIMBURSEMENT ADMINISTRATIVE GUIDELINE

PURPOSE

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

APPLICATION

This procedure shall apply to all administrators and staff 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 fill out the electronic tuition reimbursement request form.

https://docs.google.com/forms/d/e/1FAIpQLSft7ePH63BYDwt_54l8oSE050-nDVwcX_5SUsc8x1o6EYYs4w/viewform?usp=sf_link

- 1.2 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 Human Resources Department for course completion authorization.

2.0 Director

- 2.1 The director will approve tuition reimbursement requests that meet the bargaining unit master agreement/policy specifications.
- 2.2 Once approved, it will be sent to the Director of Human Resources.

RESPONSIBILITIES (continued)

3.0 Human Resources

- 3.1 Will obtain Director of Human Resources approval on the Tuition Reimbursement Request that meet all specified criteria.
- 3.2 Will verify the tuition reimbursement request is in compliance with the master agreement/policy of the requesting employee.
- 3.3 Will verify appropriate 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.
- 3.4 Will obtain the account number and verify the reimbursement amount.
- 3.5 Will approve request and send to the Superintendent for final approval who will then approve it for reimbursement processing in the Business Office.
- 3.6 Will maintain documentation of course work completion and reimbursement on file.

DISTRIBUTION

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