

SUPPORT STAFF EDUCATION/TRAINING COST SUBSIDY

The Centennial School District recognizes that advantages may accrue to the District when fulltime support staff employees pursue appropriate education or training course offerings.

The Superintendent is responsible for the administration of this policy.

Policy: 2.16

Adopted: 12/03/80

Amended: 03/10/87

..... 11/13/90

..... 12/06/94

..... 02/10/98

..... 04/09/02

..... 03/10/09

..... 04/13/10

PERSONNEL 2.0

SUPPORT STAFF EDUCATION/TRAINING COST SUBSIDY

- I. The Board shall reimburse the cost for preapproved workshops related to job skills enhancement, or one-half the net tuition charges for university/college work taken with the approval of the Superintendent, but in no case will the reimbursement exceed \$150 per credit. Net cost means the cost to the applicant after subtracting scholarships, grants, and other outside subsidies. Substitute employees shall not be eligible for this reimbursement.
- II. Processing of requests for tuition reimbursement:
 - A. The Application for Coursework Approval form shall be completed by the employee and submitted to his/her immediate supervisor for approval prior to enrollment.
 - B. Following approval, all applications shall be submitted to Human Resources.
- III. The Superintendent or designee shall consider the following:
 - A. Course work or workshops shall be directly beneficial to improve the applicant's job skills and have a direct benefit to the District.
 - B. University/college courses meeting the criteria listed above (IIIA.) shall be taken at accredited institutions.
- IV. The Superintendent or designee's decision regarding the approval or denial of the application for reimbursement shall be final.
- V. Reimbursement will be made for satisfactory completion of approved course work provided the individual submits the following to the Office of Human Resources:
 - A. Transcript of course grade(s), B or better or certificate of completion
 - B. Receipted bill for workshop or tuition cost
 - C. Copy of approved Application
 - D. Statement detailing scholarships, grants and other outside awards or subsidies.
- VI. Employees must continue to be employed at Centennial School District for a period of two (2) years following reimbursement. Failure to do so will result in forfeiture of reimbursement.

