

Educational Support Personnel

5:344 Non-Union Department Staff Tuition Reimbursement Program

Basic Requirements and Approval Process:

The non- union Department Staff Tuition Reimbursement Program (hereinafter "the Program") offers tuition reimbursement to qualified non-union, full-time, department staff who meet the eligibility requirements set forth herein. Reimbursement under the Program is available to department staff who gain approval from the District Superintendent after completing the required application, and upon demonstrating satisfaction of the following criteria:

- A. Maximum reimbursement for all participating employees shall be \$50,000 per year;
- B. All courses claimed for reimbursement must be related to current assignment, leadership, advanced degree, or additional endorsement or new certification deemed critical by the administration;
- C. The following specific requirements shall apply:
 - 1. The employee receives prior written approval from the Superintendent, or her/his designee for courses described above in paragraph B, which shall not be unreasonably denied;
 - 2. All courses must be taken from an accredited college/university. Nontraditional formats (i.e., correspondence, online) must meet specific criteria, which must illustrate student to student and teacher to student interaction;
 - 3. The employee has paid a tuition fee at his/her own expense. No reimbursement shall be given for a course taken with the use of a tuition waiver;
 - 4. Tuition reimbursement will only be given for courses where the employee has earned a grade of an "A" or "B" or received a PASS as evaluated on a PASS/FAIL basis;
 - 5. Official transcripts must be filed in the Office of Human Resources, in order to obtain tuition reimbursement;
 - 6. An itemized receipt from the approved course provider or institution showing proof of payment by the employee must be filed with the request for reimbursement;
 - 7. The District shall promptly confirm receipt of the reimbursement application by email.
 - 8. When an employee receives all of the documentation required in this section, the employee shall endeavor to submit the documentation to the Office of Human Resources within 30 calendar days;
 - 9. Employees will receive tuition reimbursement payment to a maximum rate of \$200 dollars per semester (Credit) hour, maximum of nine (9) semester (credit) hours per year;
 - 10. Any course taken for an ESL endorsement, and which receives a partial reimbursement through the bi-lingual department is also eligible for tuition reimbursement under this provision, provided, however, that the total reimbursement received from both sources may not exceed the tuition cost of the course;
- D. An employee who applies for tuition reimbursement must agree to remain a fulltime employee in Aurora East School District 131 (in writing) for a minimum of three complete school years after payment of such reimbursement. If through her/his choice her/his employment is terminated before completing three full school years of service after each such reimbursement, she/he shall repay Aurora East School District 131 for such professional reimbursement.
- E. Reimbursement will only be paid to employees employed by the District at the time of disbursement.

The Superintendent or his or her designee reserves the right to request additional information or

documentation regarding any course for which reimbursement is sought, and shall have the right to withhold or delay reimbursement until such request is satisfied.

Adopted: January 24, 2022

Aurora East USD 131
