

# **407.08 Certificated Employee Tuition Reimbursement**

Thursday, January 23, 2025

## **CERTIFICATED EMPLOYEE TUITION REIMBURSEMENT**

The Superintendent may approve funds to reimburse full-time certificated employees for costs associated with tuition for college credit courses aligned to the employee's job responsibilities and/or to fulfill a district certification need as requested by the Superintendent. Teachers who are reimbursed for expenses toward tuition will be expected to remain in the district for a minimum of three years after the reimbursement. If the teacher stays less than three years, the teacher will be expected to repay the district a proportionate share of the reimbursement, e.g., if the teacher leaves two years after receiving reimbursement, they would owe the district one third of the district 's reimbursement to them.

Written granting of approval of tuition reimbursement is required prior to class registration.

Proof of payment and college transcript is required before reimbursement will be made.

The requirements stated in the Negotiated Contract between employees in the certified collective bargaining unit and the board regarding wages and salaries of such employees shall be followed.

Approved January 9, 2023    Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

