

**GCBDA  
PROFESSIONAL / SUPPORT STAFF  
TUITION REIMBURSEMENT**

The purpose of this policy is to provide a means of assistance for the Altar Valley employees in obtaining job related education.

The greatest assets of the Altar Valley School District are its employees. It is the policy of the AVSD to provide limited financial aid in the form of tuition reimbursements for employees.

AVSD employees who have completed a minimum of the equivalent of one full school year of continuous full-time service who are not on Leave of Absence (LOA), and who are evaluated at least as effective/*meets district standards* on their last performance evaluation are eligible to participate in a program of reimbursements for tuition and furtherance of their education.

Reimbursement covers tuition and subject to the limitation set forth below. The actual amount of reimbursement is a function of funding availability and total dollar amount of requested reimbursement.

- All course work must be preapproved by the Superintendent, and in all cases the Superintendent's determination are final.
- The annual amount of tuition reimbursement up to one thousand dollars (\$1,000) per employee per fiscal year and a ten thousand dollar (\$10,000) lifetime maximum reimbursement.
- Reimbursement will be given to grades "C" or better, or "Pass"; no audited courses.
- Any course work that the district fully or partially reimburses employee for cannot be used to move on the AVSD School District Salary Schedule.
- Tuition reimbursement is dependent on budget and funding, which may vary from year to year.

If an employee is enrolled in an established degree program at an accredited college or university in a field which is directly related to their duties performed for AVSD or which qualifies them for a different position within the department, then all eligible courses which fulfill requirements for that degree are eligible for reimbursement. However, should an employee receive reimbursement for some, or all of their job related education, they will, as a condition of continued employed, be required to perform any work for which they are qualified by reason of the education received.

Application for tuition reimbursement must be made in writing *prior* to registration and received by the superintendent at least sixty (60) days prior to the beginning of class. The request must state the employee's name, current home address, date of employment with the AVSD, classification title, department and work unit, if applicable. The degree and major course of study must be indicated as well as the educational institution. A detailed explanation must be given of the course(s) and how the degree and/or courses relate to the employee's duties for AVSD. Also included must be the dollar amount of the request and approval by supervisor.

Upon successful completion of approved courses, the employee will be eligible for reimbursement of tuition. Within thirty (30) days the employee must present to the superintendent, official transcript/certification of successful course completion and a receipt for tuition paid.

Each employee, upon receiving a reimbursement, will be required to sign an agreement stating that if he/she separates from AVSD employment for any reason within one (1) year of the date of receiving reimbursement, an amount will be withheld from the final paycheck according to the following schedule:

| Percentage of Reimbursement                 |                 |
|---------------------------------------------|-----------------|
| <u>Date of Separation</u>                   | <u>Withheld</u> |
| Up to 3 months from receiving reimbursement | 100%            |
| 4-6 months from receiving reimbursement     | 75%             |
| 7-9 months from receiving reimbursement     | 50%             |
| 10-12 months from receiving reimbursement   | 25%             |

Payment will be withheld from the final paycheck due to the employee, to include accrued vacation pay. If full repayment cannot be made from the final paycheck, employees will have a period of six (6) months from termination date to repay all amounts due to the AVSD. Employees who fail to repay this obligation will not be eligible for rehire and remaining balance may be referred to collections.

Adopted: April 12, 2017