
CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES *Professional Development* CLASSIFIED TUITION REIMBURSEMENT PROGRAM

PURPOSE: To provide a tuition reimbursement program for classified and classified management employees.

A. Classified and Classified Management Employees

The Governing Board recognizes that in today's rapidly changing society, with its tremendous accumulation of new knowledge, members of the classified service should be encouraged to engage in programs of professional and technical growth related to their job duties and responsibilities in the District. The purpose of the Classified Tuition Reimbursement Program is to assist classified and classified management employees in meaningful study and related activities designed to retain and improve the employees' knowledge of skills in their respective career paths.

B. Monitoring the Program

The Governing Board authorizes the Superintendent or designee to monitor the Classified Tuition Reimbursement Program. The Human Resources Department, in collaboration with the Payroll Department, will annually audit the records of Program participants to ensure uniform application of Administrative Regulation No. 6106.

As defined in Board Policy No. 6101, the Professional Growth Committee will review the Tuition Reimbursement Program and process appeals as necessary.

CLOVIS UNIFIED SCHOOL DISTRICT

HUMAN RESOURCES

Professional Development

CLASSIFIED TUITION REIMBURSEMENT PROGRAM

PURPOSE: To define and describe the Tuition Reimbursement Program for classified and classified management employees.

A. Classified Tuition Reimbursement Program

Effective July 1, 2006, classified employees who participate in the District's Classified Tuition Reimbursement Program may be reimbursed for 75% of the cost incurred for tuition and books (not to exceed \$1,500 each fiscal year as defined in Section D below) for coursework completed in an accredited institute of higher education as approved. Participation in the Classified Tuition Reimbursement Program is voluntary. Participants are required to remain with the District for a minimum of three years after participating in the Tuition Reimbursement Program before seeking employment outside the District or the participants will be required to reimburse the District for all tuition reimbursement they were paid.

B. Eligibility

Classified employees who meet any of the following criteria are eligible for participation in the Classified Tuition Reimbursement Program:

1. Permanent full-time contracted employees working 30 or more hours per week.
2. Permanent part-time contracted employees working less than 30 hours per week.

Only those units earned once an employee obtains permanent status are eligible for tuition reimbursement.

C. Non-eligibility

Individuals who meet any of the following criteria are not eligible for participation in the Classified Tuition Reimbursement Program:

1. Retirees.
2. Child Development, recreation employees, substitutes, casual labor, students, or employees exempt from the classified service.
3. Employees participating in the Fresno/Clovis Program Paraprofessional Teacher Training Program or any other paid/tuition reimbursement program.

D. Reimbursement Limits

Permanent full-time classified employees working 30 or more hours per week shall be reimbursed for tuition and books a maximum of \$1,500 each fiscal year (July 1-June 30), not to exceed the lifetime limit of \$7,500 over the course of the employee's tenure with the District.

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Permanent part-time classified employees working less than 30 hours per week shall be reimbursed for tuition and books a maximum of \$250 each fiscal year (July 1-June 30), not to exceed the lifetime limit of \$1,250 over the course of the employee's tenure with the District.

The lifetime limit is cumulative for classified employees who change between part-time and full-time status. In no case may an employee exceed the full-time lifetime limit.

Employees will be reimbursed for 75% of their costs up to the fiscal year limit of \$1,500 through the District's Payroll Department. (See Exhibit No. 6102 (3).)

E. Academic Pre-Approval

An Application for Academic Program Pre-Approval (Exhibit No. 6102 (1)) is required to be eligible for tuition reimbursement.

Employees must have pre-approval for all course work related to career path.

In order to receive reimbursement, all receipts and coursework must be completed and official transcript verification must be received in the Human Resources Department no later than June 30. Reimbursement occurs on the employee's first payroll after July 1.

F. Requirements for Reimbursement

A Request for Tuition Reimbursement (Exhibit No. 6102 (3)) must be submitted to the Human Resources Department with the following verifications:

1. Pre-approval for all course work from both the supervisor and the Human Resources Department.
2. Receipt for tuition from the institute of higher education.
3. Course syllabus listing required books.
4. Receipt for books purchased for the approved course.
5. Official transcripts showing a grade of "C" or better, or "Pass" for Pass/Fail classes.
6. Notice of Intent on file in the Human Resources Department.

Reimbursement will be made on employee's first payroll after July 1 each year.

G. Program Requirements

Only coursework taken at institutions accredited by the Council for Higher Education Accreditation will be accepted for tuition and book reimbursement, including the following:

- All CSU & UC programs
- Extended education certificate programs
- National University

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- Fresno Pacific University
- University of Phoenix
- State Center Community College
- Apprenticeship and Trade School as approved by the Professional Growth Committee
- Certificate program as approved by the Professional Growth Committee
- On-line college level courses only through accredited institutions, upon pre-approval

No Adult School or secondary level courses are eligible for tuition reimbursement.

To receive approval from the Professional Growth Committee, the employee must submit his/her request through the Human Resources Department.

H. Definition of Terms

1. Career Path: The employee's current job series as defined by the classified schematic lists of classes and salary ranges (Exhibit Nos. 6405 (1) and 6405 (2).)
2. Paraprofessional: A person who assists classroom teachers and other certificated personnel in instructing reading, writing, and mathematics (as defined by California Education Code section 45330). A paraprofessional also includes an instructional aide and a teacher's aide (as defined by other sections of the Education Code).
3. Fresno/Clovis Paraprofessional Teacher Training Program: A collaborative effort of the Fresno and Clovis Unified School Districts and California State University, Fresno, School of Education and Human Development. The program provides financial assistance with tuition, books, test fees, test preparation, and academic tutoring. District employees that work in a classroom setting and are pursuing a career in teaching may qualify for the program.
4. Permanent Employee: A classified employee who is initially hired into the District as a probationary employee will become a permanent employee on the one-year anniversary date after initial employment with the District.

*Adopted: 10/11/06
Amended: 11/15/06 (Renumbered)
Reviewed: 12/9/09
Revised: 2/12/14
Review: 12/1/17*

Clovis Unified School District
Classified Tuition Reimbursement Program

APPLICATION FOR ACADEMIC PROGRAM PRE-APPROVAL
(*Career Path Courses Only*)

To be completed by the employee

Name: _____ ID#: _____
Please Print

Position: _____ Site: _____

Date of hire: _____

Employment Status Full-time (30 hours/week or more) Part-time (less than 30 hours/week)

Academic Program Information

College, Trade School or University: _____

Educational Goal

Additional Training Certificate Program AA/AS BA/BS MA/MS

Field of Study/Major: _____

Describe the education plan and courses you anticipate taking as they relate to your position and career goals. List classes and/or attach course descriptions/syllabus. General Education will not qualify for tuition reimbursement.

Course Approval (May attach course syllabus.)

Course	Start Date	End Date	Units/Hours

I understand that I am required to remain with the District for a minimum of three years after participating in the Classified Tuition Reimbursement Program before seeking employment outside the District. If I leave the District within the three-year period, I will reimburse the District for all tuition reimbursement I have been paid.

Employee Signature: _____ Date: _____

Supervisor Approved Supervisor Denied

Supervisor Signature: _____ Date: _____

Tuition reimbursement will only occur with Human Resources approval.

<input type="checkbox"/> Human Resources Approved <input type="checkbox"/> Human Resources Denied
HR Signature: _____ Date: _____
Annual Maximum: \$ _____

Distribution
White: Human Resources Department
Copy: Employee

Adopted: 10/11/06
Amended: 11/15/06

Amended: 12/11/06
Reviewed: 10/10/07

**Classified Employee
Notice of Intent**

20_____ - _____ School Year

This is to certify my intent to participate in the Tuition Reimbursement Program as described in Board Policy No. 6102.

This form must be filed in the Human Resources Department at the District Office
no later than March 1.

Requirements for Reimbursement

A Request for Reimbursement Form, Board Policy Exhibit No. 6102 (3), must be submitted to the Human Resources Department with the following verifications no later than June 30 in order to receive reimbursement:

1. Completed preapproval for course work on file in Human Resources.
2. Receipt for tuition from the institute of higher education.
3. Course Syllabus listing for required books.
4. Receipt for books purchased for approved course.
5. Official transcripts showing a grade of "C" or better.
6. Notice of Intent on file by March 1.

Name: _____

Signature: _____

Current School Site: _____

Employee I.D. Number: _____

Date: _____

Distribution

White: Human Resources Dept.

Pink: Employee

Adopted: 10/11/06
Amended: 11/15/06
Reviewed: 10/10/07
Amended: 12/18/08

Clovis Unified School District
Classified Tuition Reimbursement Program

REQUEST FOR TUITION REIMBURSEMENT
(Section 127 Educational Assistance Programs)

Name: _____
Please Print

ID#: _____

Position: _____

Site: _____

Status: Full-time (30 hours/week or more)

Part-time (less than 30 hours/week)

Name of College/University	Date Course Begins	Date Course Ends	Credit/Hours	Total Tuition

Total tuition: \$ _____
 Books: \$ _____
 Total amount requested: \$ _____
 Less 25%: \$ _____
 Total reimbursement: \$ _____

(Annual total reimbursement will not exceed \$1,500 for full-time permanent employees and \$250 for part-time permanent employees.)

The information above is correct, and I further certify that I have received a passing grade of "C" or better. I have also attached my transcripts and receipts.

Employee Signature: _____ Date: _____

<i>Human Resources Use Only</i>	
Transcripts reviewed: <input type="checkbox"/>	Tuition Receipt Received: <input type="checkbox"/>
Total Reimbursement for Fiscal Year: \$ _____	Lifetime Balance Remaining: \$ _____
HR Signature: _____	Date: _____

Distribution
White: Human Resources
Yellow: Payroll
Pink: Employee

Clovis Unified School District
Classified Tuition Reimbursement Program
REQUEST FOR APPEAL HEARING

Name: _____
Please Print

ID#: _____

Position: _____

Site: _____

I request a formal appeal hearing before the members of the Professional Growth Committee at the earliest possible date to discuss:

Employee Signature: _____

Date: _____

To be completed by the Professional Growth Committee

- Your request for a formal appeal hearing before the Professional Growth Committee has been denied.
- Your request for a formal appeal hearing before the Professional Growth Committee has been approved and an appeal hearing has been scheduled as follows:

Day: _____ Date: _____ Time: _____

Location: _____

Professional Growth Committee

Chairperson Signature: _____ Date: _____

Distribution
White: Human Resources
Pink: Employee