

## **GDC**

## **CLASSIFIED EMPLOYEE TUITION REIMBURSEMENT**

In order to encourage the advancement of classified employees to remain current in their respective education fields, to encourage classified employees to seek degrees that will benefit the instructional processes in the district, and to encourage the retention of classified employees who have sought said instruction and degrees, the Board of Education will pay tuition costs not to exceed \$75.00 per semester credit for courses in programs related to education, approved in advance by the Superintendent, and completed with a passing grade (C or better), while under contract with the district. Under certain circumstances, the Superintendent may approve reimbursement payments for credits not included in degree seeking programs that the district believes will be beneficial to instruction in approved curriculum areas and in areas which the district requests the employee gain credits.

Each year the board of education shall establish a fund in the general budget to pay for classified tuition reimbursement requests. This amount may not cover all demand placed on it by employees and will be expended on a first come, first serve basis. When all funds are expended, no further reimbursements will be made for the fiscal year.

Requests for tuition reimbursement must be made in the same calendar year as the course was completed, with submission of proof of payment and transcript indicating class grade(s) and date(s) completed. Employees requesting tuition reimbursement must submit a contractual form (GCBB-1-R/GDC-1-R), obtained from the business office, acknowledging that should the employee willfully terminate his/her employment with the district during that calendar year, the previous tuition reimbursement(s) received for one fiscal calendar year will be repaid to the district.

*Example: Employee A receives tuition reimbursement in December of 2008 of \$75.00 and in May of 2009 decides to resign from the district. Employee A would be required to pay back the \$75.00 reimbursement. If Employee A completed the 2009-2010 school year and then resigned in 2010, the tuition reimbursement for the previous school year would not be required to be repaid to the district.*

Adopted:                      September 11, 2008