

**BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL TUITION
REIMBURSEMENT PROGRAM**

6070

Section A

The Board of Education endorses the concept of tuition support for additional training or course work for educational support personnel which leads to improved occupational skills and increased on-the-job effectiveness.

Section B

As an incentive to acquire increased knowledge and skills to better prepare for the functions of their current position or to acquire knowledge and skills for job advancement, the District may reimburse tuition expenses for courses or training seminars/workshops successfully completed by non-probationary educational support personnel. Employees hired prior to July 1, 2000, will be reimbursed, for actual tuition expenses, up to \$450 per fiscal year.

Employees hired after July 1, 2000, shall receive tuition reimbursement for actual per hour expenses up to \$120/semester hour up to a maximum of twelve semester hours per fiscal year. Tuition reimbursement is limited to four semester hours per semester, although, one can take more than four semester hours during the summer term, as long as no more than twelve hours per year are reimbursed.

Section C

Said courses or training seminars/workshops must be approved in advance by the educational support employee's supervisor and assistant superintendent for human resources.

Approved: April 17, 1979
Reviewed: September 24, 1984
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Revised: August 21, 2000
Revised: May 12, 2003
Revised: July 11, 2011