

## PERSONNEL CREDIT REIMBURSEMENT

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The District will reimburse a contracted certificated employee for the tuition cost of up to eighteen (18) credits in a five (5) year period. Coaching clinic credits will be limited to reimbursement for one (1) credit in the five (5) year period. It is the responsibility of each certified employee to consult with the District Office to ascertain his/her five (5) year credit period. The maximum per credit cost will be the maximum per credit cost charged at Idaho state schools.

Certificated employees will be limited to reimbursement of tuition costs of up to six (3) credits per school semester during the first two school semesters of employment with the District. These credits will be included within the eighteen (18) credits provided in the five (5) year period.

The District will reimburse the full time non-certificated employee for the tuition cost of up to three (3) credits per year. Coaching clinic credits will not be reimbursed. The maximum per credit cost will be the maximum per credit cost charged at Idaho state schools.

Those certificated staff pursuing a Master's or advanced degree may follow an application process (to be established with standards and criteria) which the Board may at its discretion approve to provide credit reimbursement, limited to thirty (30) credits in five (5) years. It is the Board's intent to approve credit reimbursement for as many advanced degrees as funding will permit. Credit reimbursement approved under this section is contingent upon adherence to the advanced degree study plan and its time frame.

Credits earned from September 1 through August 31 of the current year will be reimbursed to the employee through any of the District's normal monthly Accounts Payable runs upon submission of a claim for reimbursement with the required supporting documentation. All claims for reimbursement of credits earned from September 1 through August 31 of the prior year must be received by the District Office no later than October 1 of the current year. No credits will be reimbursed for those credits that were received or began prior to employment with the District.

Any staff member leaving the school district will not be reimbursed for credits taken, starting after January 1 of the current school year, and becomes subject to terms of repayment of any reimbursement they may have claimed and received pertaining to those credits. In the event of a reduction in force (RIF) this paragraph will not apply to any staff member eliminated through the RIF process.

Any staff member receiving reimbursement from the District who fails to provide a transcript showing completion of the course(s) they claimed for reimbursement, or failed to meet the course completion date, will be subject to terms of repayment of any reimbursement they may have claimed and received pertaining to those credits.

Policy History:

Adopted on: July 18, 2011

Revised on: