

**REIMBURSEMENT FOR APPROVED EDUCATIONAL PLAN**

Each school year, the Assistant Superintendent for Human Resources will identify any fields of certification or specialty areas of teaching/instruction in which the district expects future employment needs. Certificated employees shall be notified prior to the end of the school year if such needs are identified. This notification will indicate whether funds will in fact be available to provide financial assistance to staff.

Interested employees may then submit to the Assistant Superintendent for Human Resources, prior to June 15, an educational plan which indicates coursework leading to certification or the attainment of skills in the designated area.

The Assistant Superintendent for Human Resources and the Assistant Superintendent for Curriculum and Instruction will review the educational plan and approve, suggest revisions or reject the educational plan. Participation in an approved educational plan shall begin at the earliest in the following fall term and may continue year round thereafter.

If a plan is approved, the employee will be reimbursed for 100% of the costs of tuition, textbooks, registration, lab fees, etc. The reimbursement will be provided upon completion of the course and submission of grade card or transcript indicating a grade of B or better or pass if the course is offered on a pass/fail basis.

An employee must have completed one (1) full year of service to the district in order to be eligible to participate in this program. An approved Educational plan should include a completion date agreed upon by the administration and the employee. If an employee withdraws from the plan prior to completion or if all courses are not successfully completed within six (6) months following the established completion date, the employee will reimburse all funds paid to him/her to date. If funds are not allocated for an approved educational plan, the completion date will be extended. If an employee leaves the district or is terminated for cause while enrolled in an approved course or within one (1) year following the completion of a reimbursed course, the employee must repay the full amount paid by the district.

Reimbursement will be made following the successful completion of an approved course(s).

If after an educational plan is approved funds are not subsequently available for reimbursement, employees may at their own expense continue to work toward completing the coursework contained in the plan.

**PATTONVILLE SCHOOL DISTRICT**

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**District Code: New**

If an educational plan is not completed due to lack of funds or if it is mutually agreed to discontinue the plan, the employee will not be required to reimburse the district.

Graduate hours earned in completing an approved Educational Plan will be applied toward advancement on the salary schedule.

Class attendance and completion of study assignments will be accomplished outside of the employee's regular work day.

Adopted: November 27, 1984

Revised: March 20, 2001

Revised: February 10, 2004