

## TUITION REIMBURSEMENT

Uinta County School District No. Four recognizes the importance of continuing education among certified employees both for professional improvement and personal renewal. To encourage such continuing education, the Board of Trustees can offer partial reimbursement of class workshop fees and staff training when the activity is endorsed by the employee's direct supervisor as being useful in the employee's work. The class must be applicable to the employee's current position in the District. This endorsement must be processed in written form to the superintendent for approval. Written endorsements must be processed before any coursework is started.

Any certified employee may request, from the superintendent, all or proportionate reimbursements for training and/or required coursework related to a specific and required district need. The superintendent shall determine the amount and type of compensation based on the District's need for service and the employee's progression in professional training. The superintendent is not mandated to accept all requests for reimbursement. These requests will be paid at the completion of each school year. Administrators are strongly encouraged to hire staff members that are certified for the position of employment as advertised by the district.

Employees are required to share what they learn with other members of the UCSD #4 staff. This requirement must be met within six months of participation of any reimbursed coursework, training, or workshop. Failure to complete this step will forfeit any reimbursement request. Payments will not be completed until notification is received that this relay of information has been completed to a satisfactory level.

To qualify for reimbursement, a written tuition reimbursement request must be recommended by the immediate supervisor and approved by the superintendent before the employee registers for the class or workshop. The employee must also submit proof that the fee was paid and the activity was successfully completed. No reimbursement will be made if the employee uses tuition waiver, School District Budget, any form of grant money or other funds besides personal funds to pay for the class or workshop. These requirements apply to any request for reimbursement from any fund source received by the district, including grants.

Adopted: June 10, 2003