

# Tuition Reimbursement and Salary Schedule Advancement Administrative Procedures

## Tuition Reimbursement

### STEP ONE

Make sure the course meets the criteria – see contract - Article VII – Section M

### STEP TWO

Complete **Course Approval Form** for all university or college courses

- a. Fall - by Aug 1 or
- b. Winter – by Dec. 1 or
- c. Spring – by May 1

### STEP THREE

**Course approval Form** must be in the district office by the above dates (STEP TWO)

The building principal and Director of Human Resources must sign off on the **Course Approval Form** indicating approval or denial of course

### STEP FOUR

Take the course, if approved

### STEP FIVE

Submit all of the following to the district office

- **Tuition Reimbursement Form** and
- Receipt for the cost of the course and
- Grade slip or transcripts

## Salary Schedule Advancement

### STEP ONE

Complete **Salary Lane Change Form**

### STEP TWO

Attach grade slip or official transcripts if completing a degree (example – Bachelors to Masters) and verify a **Course Approval Form** is on file for each course

### STEP THREE

Lateral movement on salary schedule occurs twice a year. The **Salary Lane Change Form** must be at the district office by August 25 or January 25.

## **Hour Beyond Master's Degree**

The **Salary Lane Change Form** will be processed on August 25 and January 25. If Professional Development Academy (PDA) courses are completed between the time of the Master's completion and August 25 or January 25, the PDA courses will be counted as Hours Beyond the Master's. If a stipend is paid during that transition time, the stipend pay will be recouped on the next pay period following the acknowledgement of the receipt of the stipend pay. If an approved graduate level course is taken during the transition time, the course will count a Hours Beyond the Master's.