

Employee Handbook, Section 5.04

5.04 TUITION REIMBURSEMENT

Employees may apply for reimbursement of the cost of tuition for an approved, job-related course at an approved educational or training institution. All class time and coursework must be completed during non-working hours. Employees desiring to apply for tuition reimbursement must submit a written request to their supervisor for review by the division director and approval from the Administrator, or designee. No tuition will be reimbursed unless prior authorization has been granted by the Administrator, or designee. Approvals are within the sole discretion of the Administrator, or designee, and will be based on consideration such as budget, perceived value to the District, the requesting employee's employment record and the like. If an employee leaves subsequent to receiving tuition reimbursement, he/she may be required to repay all or a portion of the reimbursement amount. Please contact Human Resources for details regarding tuition reimbursement.