

**Educational Improvement Reimbursement / Professional & Educational Increment**  
 Pre-approval & Request Form

**REIMBURSEMENT:** Per Section E-16.1, and Supplement to E-16.1 of the BVEOP Negotiated Agreement, the District provides funds for the educational improvement of office professionals. To be eligible for tuition reimbursement the probationary period must be satisfactorily completed and prior approval obtained from supervisor and HRD. Requests are due at the completion of each term (by May 31st for spring term).

**INCREMENTS:** Per Section E-1.4 of the BVEOP Negotiated Agreement, office professionals who take approved educational course work in the amounts required shall qualify for specified monthly increments. To be eligible for monthly increments prior approval must be obtained from HRD. Courses must be job related, satisfactorily completed, with attendance no less than 90%.

Please complete Part A, obtain your supervisor's approval and submit to Human Resources PRIOR to beginning any course work. This form will be returned to you indicating if your pre-approval request has been approved or denied. If approved and after class completion, follow the instructions in Part B and resubmit to Human Resources.

**Part A - Pre-Approval** (Submit prior to class) I am requesting: \_\_\_\_\_ Reimbursement AND/OR \_\_\_\_\_ Increment

Employee Name \_\_\_\_\_ Employee No. \_\_\_\_\_

School/Department(s) \_\_\_\_\_ Position(s) \_\_\_\_\_

Home Address \_\_\_\_\_

TERM: (check one) \_\_\_\_\_ Summer (Jun 6 – Aug 15) \_\_\_\_\_ Fall (Aug 16 – Dec 31) \_\_\_\_\_ Spring (Jan 1 – May 31)

1. Class Title & Number (attach class description) \_\_\_\_\_

Institution \_\_\_\_\_ Credit/Contact Hours \_\_\_\_\_

Dates \_\_\_\_\_ Tuition \_\_\_\_\_

Relationship to Job \_\_\_\_\_

TERM: (check one) \_\_\_\_\_ Summer (Jun 6 – Aug 15) \_\_\_\_\_ Fall (Aug 16 – Dec 31) \_\_\_\_\_ Spring (Jan 1 – May 31)

2. Class Title & Number (attach class description) \_\_\_\_\_

Institution \_\_\_\_\_ Credit/Contact Hours \_\_\_\_\_

Dates \_\_\_\_\_ Tuition \_\_\_\_\_

Relationship to Job \_\_\_\_\_

Educational Improvement Reimbursement AND/OR Professional & Educational Increment Pre-approval Request has been:

\_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED reason: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_ Human Resource Director \_\_\_\_\_ Date \_\_\_\_\_

HRD

**Part B – Request** (Submit following class completion)

Following class completion, attach proof of successful completion (transcript or certificate) and, for tuition reimbursement, proof of payment (account balance summary or letter of verification of tuition charges and payments on official letterhead from the Registrar's Office or Continuing Education Office) and resubmit to Human Resources.

**Educational Improvement Reimbursement:** Employee initiated course work **tuition** is reimbursed up to 75%. Twenty-five percent is paid upon verification of successful course completion at the end of each term. The remaining 50% is paid after the May 15 deadline and prorated per BVEOP Negotiated Agreement. District requested course work is reimbursed at 100%. There is a \$550 per person per fiscal year reimbursement cap.

**Professional & Educational Increment:** This pre-approval documentation will be retained in your employee file. Please indicate below if the coursework pre-approved above qualifies you for a hourly increment as stated in E-1.4.

Yes, I qualify for a hourly increment: Level \_\_\_\_\_ Clock or Credit Hours \_\_\_\_\_ Hourly Increment \_\_\_\_\_

Educational Reimbursement Section E-16.1 requirements have been met. Account No. 10/687.2834/0243-513  
 Eligible tuition \_\_\_\_\_ at \_\_\_\_\_ percent. Previous Fiscal Year Cap \_\_\_\_\_ Current Fiscal Year Cap \_\_\_\_\_

Amount to be Reimbursed \_\_\_\_\_ HRD Signature \_\_\_\_\_ Date \_\_\_\_\_

Professional & Educational Increment Section E-1.4 requirements have been met for Increment Level \_\_\_\_\_  
 Increment Amount \_\_\_\_\_ Effective Date \_\_\_\_\_ HRD Signature/Date \_\_\_\_\_

BUDGET

2016 - 2019 BVEOP NEGOTIATED AGREEMENT

E-16.1 EDUCATIONAL IMPROVEMENT

The Board agrees, within budget limitations, to provide funds for educational improvement. All planned course work, including cost, should be approved in advance by the level director or manager and the Assistant Superintendent of Human Resources. Reimbursement will be made at the completion of each course upon presentation of grade slip, evidence of payment and of satisfactory completion of the course. Types of course work approved include:

- a. Employee Initiated Course Work: Any Unit D employee who has satisfactorily completed the probationary period shall be entitled to reimbursement for the costs of educational improvement in an amount up to 75% of tuition costs not to exceed \$550 per person per fiscal year incurred in taking job related course work. Employees will be paid 25% of the approved request upon verification of course completion at the end of each term. The remaining 50% of the approved request will be aggregated and paid after the May 31<sup>st</sup> deadline. The amount budgeted for the Educational Improvement fund will be equal to the salary of a .2 FTE Range A, Step 1 Office Professional position.
- b. The three terms in each fiscal year are as follows:  
  
 Summer Term – June 6 through August 15  
 Fall Term – August 16 through December 31  
 Spring Term – January 1 through May 31
- c. District Related Courses: When an employee successfully completes course work requested by the District, 100% of tuition costs will be paid by the District.

E-1.4 PROFESSIONAL AND EDUCATIONAL INCREMENT

Office Professionals who achieve professional certification or complete educational course work as specified in this paragraph will receive additional compensation as provided with respect to such certification or education acquired after their employment with the District. Requests for this compensation must be made to the Human Resources Division. Compensation will be effective the first work day of the month following submittal of all necessary paperwork.

- a. Additional Salary for Professional Certificates: Office Professionals within the Re2 District who receive professional standards certificates from the National Association of Educational Office Professionals (NAEOP) shall be recognized by a provision whereby seven cents per hour (\$.07) per certificate level be added to the salary compensation of the employee so qualifying. This salary differential provision becomes effective January 1, 1982. Effective July 1, 2004, continuation of this differential is contingent upon the employee completing the appropriate NAEOP requirements for recertification or upgrade. Documentation of NAEOP recertification or upgrade and a list of courses applied to NAEOP shall be furnished by the employee to the District. Continuing education hours used for NAEOP certification may not be utilized for Other Education credit as defined in E-1.4b.
- b. Other Education: Office Professionals who take approved educational course work after January 1, 1985 in the amounts required herein shall qualify for the increments stated below. It is intended that qualifying course work provide for job related professional learning. In order for the course work to qualify for this program it must be approved in advance by the Human Resources Division and the employee must successfully complete each course and have an attendance of not less than 90%. A Certificate of Completion or official transcript(s) shall be furnished by the employee to the District. Continuing education hours used for Other Education credit may not be used for E-1.4a Additional Salary for Professional Certificates.

Level	Clock Hours	Required Increase in Clock Hours for level	Credit Hours	Required Increase in Credit Hours for Level	Hourly Pay Rate	Per Level Increase in Hourly Pay Rate
I	90	N/A	6	N/A	\$0.18	N/A
II	180	90	12	6	\$0.25	\$0.07
III	360	180	24	12	\$0.32	\$0.07
IV	720	360	48	24	\$0.39	\$0.07
V	1080	360	72	24	\$0.46	\$0.07
VI	1440	360	96	24	\$0.53	\$0.07
VII	1800	360	120	24	\$0.60	\$0.07