

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

**REIMBURSEMENT:** Per Section F-15 of the BVPA Negotiated Agreement, the District provides funds for the educational improvement of paraeducators. To be eligible for tuition reimbursement the probationary period must be satisfactorily completed and prior approval obtained from supervisor and HRD. Courses must be job related, satisfactorily completed and limited to 2 per term. Requests are due at the completion of each term.

**INCREMENTS:** Per Section F-16 of the BVPA Negotiated Agreement, employees who take approved educational course work in the amounts required shall qualify for specified hourly increments. To be eligible for hourly increments prior approval must be obtained from HRD. Courses must be job related, satisfactorily completed, with attendance no less than 90%. Educational credit will not pertain to in-service training as provided in D-5.1.

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.

<b>Part A - Pre-Approval</b> (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 16 – 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 _____	
2. Class Title & Number (attach class description) _____	
Institution _____	Credit/Contact Hours _____
Dates _____	Tuition _____
Relationship to Job _____	
Educational Improvement Reimbursement 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%. There is a \$550 reimbursement cap per person per fiscal year.

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 F-17.

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

<input type="checkbox"/> Educational Reimbursement Section F-16A requirements have been met. Account No. <a href="#">10/687.2213/245-415</a> Eligible tuition _____ at _____ percent. Previous Fiscal Year Cap _____ Current Fiscal Year Cap _____ Amount to be Reimbursed _____ HRD Signature _____ Date _____	
<input type="checkbox"/> Professional & Educational Increment Section F-17 requirements have been met for Increment Level _____ Increment Amount _____ Effective Date _____ HRD Signature/Date _____	

**HRD**

2015 – 2016 BVPA NEGOTIATED AGREEMENT

F-15 TUITION REIMBURSEMENT: The Board agrees to provide \$7,500 per school year for educational improvement. Any leftover funds from the prior fiscal year will rollover to the next fiscal year in addition to the \$7,500. Fifty percent (50%) of the total budget for the school year will be available for those that submit for summer and fall semester course work and fifty percent (50%) of the total budget will be available for those that submit for spring semester course work.

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. Reimbursements will be made in January for summer and fall semester course work and in June for spring semester course work in each fiscal year.

- A. Employee Initiated Course Work: Any Unit E 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 for a maximum of two (2) courses per term. In the event that the total to be paid under this provision exceeds the amounts budgeted per semester, the District will prorate the payments for individual employees to not total more than the amount budgeted for that semester and not to exceed seventy-five percent (75%) at the time of payment. Should there be funds remaining after each semester's payments, those who received less than seventy-five percent (75%) (without exceeding the \$550 maximum) shall be brought up to the full seventy-five percent (75%) or as close as the funds may provide. Any remaining dollars for the fiscal year will then be provided to those that have not exceeded the \$550 maximum to bring them as close to one hundred percent (100%) as possible.
- B. District Requested Courses: When an employee successfully completes course work requested by the District, 100% of tuition costs will be paid by the District.

F-16 EDUCATIONAL CREDIT: Employees who take approved educational course work during unpaid time after June 30, 2008 in the amounts required herein shall qualify for the increments stated below. It is intended that qualifying educational course work provide for job related professional development. In order for the educational course work to qualify for this program it must have written approval in advance by the Human Resources Division and the employee must successfully complete each course and have an attendance of not less than 90%. The employee shall furnish a certificate of completion or official transcript(s) to the District. Educational credit will not pertain to in-service training as provided in D-5.1.

Level	Clock Hours	College Credit	Hourly Pay Rate
I	109	6	\$0.18
II	218	12	\$0.21
III	435	24	\$0.27
IV	870	48	\$0.39
V	1305	72	\$0.51
VI	1450	96	\$0.55
VII	1595	120	\$0.59