

PROFESSIONAL COURSE FORM

Updated with the 2018-2021 IEA Collective Bargaining Agreement

<p>Procedure:</p> <ol style="list-style-type: none"> 1. Submit this form to your school principal for approval. 2. Submit approved form to the Office of the Superintendent for approval. 3. Once approved by the Superintendent, the form will be returned to the teacher. <p>If requesting REIMBURSEMENT:</p> <ol style="list-style-type: none"> 1. A teacher should submit an approved form to HR office as soon as possible. 2. HR will note DATE and TIME the form was received. 3. HR will email the teacher to notify them if the course was approved for reimbursement or waitlisted. 4. Within two (2) weeks of the start of the course, a tuition bill AND proof of payment should be sent to the HR office. Failure to submit the tuition bill and proof of payment within two (2) weeks will result in the forfeiture of the reimbursement. 5. A teacher must submit an official transcript with the course grade of B or higher to the HR office on or before the deadline for submission to complete the request (see reverse for deadlines). 	<p>MOVEMENT FROM ONE CATEGORY TO ANOTHER:</p> <p>Teachers may move from one salary category to another upon presentation of proof of completion of courses or the prescribed college degree.</p> <p>This movement may take place only if:</p> <ol style="list-style-type: none"> 1. The programs have been completed prior to the start of the work year and 2. The Superintendent and the Director of Finance and Operations have been given written notice of the expected movement by January 15 preceding the date of the expected movement and 3. The course/s receives/receive the approval of the Superintendent. <p>Whenever possible, the Superintendent's prior approval must be obtained. If not possible, such approval must be obtained within ten (10) calendar days after the first day of class.</p> <p style="text-align: center;"><i>See Page 2 for contract language</i></p>
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Name:
School:

College/University:	
Course title, number and catalogue description:	
Beginning Date:	End Date:
Cost of Course:	Number of Credits:

Administrator Approval:

Principal:	Date:	YES _____ NO _____
Superintendent:	Date:	YES _____ NO _____

To be completed by Human Resources:

Round:	80% Reimbursement:	\$800 Max Reimbursement:	No Reimbursement:	Waitlist:
Receipt of Payment Received:		Grades Received:	Submitted for Reimbursement:	

D. MOVEMENT FROM ONE CATEGORY TO ANOTHER

Effective September 1, 1985, teachers may move from one salary category to another upon presentation of proof of completion of courses or the prescribed college degree.

This movement may take place only if (a) the programs have been completed prior to the start of the work year and (b) the Superintendent and the Director of Finance and Operations have been given written notice of the expected movement by January 15 preceding the date of the expected movement and (c) the course/s receives/receive the approval of the Superintendent.

Whenever possible, the Superintendent's prior approval must be obtained. If not possible, such approval must be obtained within ten (10) calendar days after the first day of class. In the event course approval is denied by the Superintendent, the standard of review is whether the Superintendent was arbitrary or capricious. Credits are usable over a three-year period only, except for programs ending in a college degree. (Colleges generally limit credit use to seven (7) years.)

ARTICLE XVII: COURSE APPROVAL AND TUITION REIMBURSEMENT

Course Approval

Teachers shall request approval for course credits towards category changes and/or tuition reimbursement.

To be eligible for tuition reimbursement, the teacher must obtain the Superintendent's approval for the course prior to starting the course. The Superintendent's approval is also required for a course to count toward salary schedule category changes.

Teachers shall apply for course approval in writing on a form supplied by the Superintendent in advance of the start of the course. Forms are available in the Human Resources office. A teacher requesting approval for a course shall submit the completed form to the building Principal for approval. The teacher shall submit the form signed by the Principal to the Human Resources Department who will forward completed forms to the Superintendent for consideration of approval. The form will be returned to the teacher with a decision regarding approval.

Tuition

This paragraph is effective through June 30, 2019.

Only graduate courses of up to and including four (4) credits shall be eligible for reimbursement. Not more than one course per teacher per fiscal year will be reimbursed subject to the \$15,000 maximum per fiscal year. Teachers shall be eligible for reimbursement for tuition, but not lab or material fees, supplies, expenses, books, etc. subject to satisfying the requirements in this Article. Additionally, teachers shall be eligible for reimbursement for both tuition and non-discretionary fees at Massachusetts State Universities.

1. Procedure:

A teacher whose course has been approved by the Superintendent and who is requesting tuition reimbursement must submit the approved form signed by the Superintendent to the Human Resources Office as soon as possible. The Human Resources office will note the date and time the form was received and will notify the teacher via email as to whether or not the request was approved for reimbursement or waitlisted. Within two (2) weeks of the start of the course, the teacher will submit the tuition bill and proof of payment to the Human Resources Office. Failure to submit the tuition bill and proof of payment to the Human Resources Office within the two (2) weeks will result in forfeiture of the reimbursement and the next teacher on the waitlist will be moved forward for reimbursement.

2. Reimbursement:

The teacher shall pay the entire cost of the approved course and will be reimbursed in accordance with this Article and subject to the following terms and conditions:

(a) The teacher must obtain a grade of B or better and present an official transcript with the course grade to Human Resources on or before the deadline for submission of paperwork in section (d) below. If the official transcript is not available by the deadline for submission of paperwork in section (d) below, the teacher may print an unofficial transcript from the Human Resources Office. To receive reimbursement, the unofficial transcript must contain the course title and the grade earned by the teacher.

(b) A teacher will be reimbursed for an approved graduate course in an amount equal to the lesser of the following amounts:

- (i) 80% of the total tuition cost of the course paid by the teacher or
- (ii) \$800.

Reimbursement will be based on a "first come, first served basis" and will be dependent on fund availability in the Round for which the teacher's reimbursement is applied. The course end date determines the specific reimbursement round.

(d) Requirements for submission of Reimbursement Paperwork: Round 1: October 15 Round 2: February 15 Round 3: June 15