

**ARTICLE 16: TUITION REIMBURSEMENT**

16.100 **Introduction**

The District and the Union agree to establish a tuition reimbursement program for unit members, who have attained permanent status. The subject matter of the course(s) must be related to work performed by the employee(s) or appropriate for the employee's career growth within the District for one or more services provided by the District.

16.200 **Application for Tuition Reimbursement**

To be considered for tuition reimbursement the employee must apply to the Human Resources Department prior to commencing the course(s). The application (Appendix H) shall include the course work being applied for, the location, approximate cost of the course and text book(s), and a brief statement as to why the course will improve work-related skills or otherwise benefit the District. The Human Resources Department will evaluate the application, and approve or deny tuition reimbursement. Such approval or denial shall not be decided capriciously, arbitrarily, or discriminatorily.

16.300 **Amount of Reimbursement**

The District shall allocate \$10,000 per fiscal year for this program. The initial allocation shall be for the first year of the term of this Agreement. Eligible employees may apply for reimbursement up to \$500 per fiscal year. During the term of this agreement any amount not utilized within the year for which it is allocated, shall be carried over to the following year and added to that year's allocation.

16.400 **Time of Reimbursement**

To receive reimbursement for an approved course or program, the employee must have completed the course or program and received a grade of "C" or better, or "pass" if applicable, and provide verification thereof. Proof of payment for tuition and/or book(s) must be presented.