

FAIRFIELD AREA SCHOOL DISTRICT

SUPPORT STAFF CONTINUING EDUCATION

4250

4250.1 PURPOSE

This policy establishes guidelines regarding reimbursement for continuing education for full-time, 12-month support staff employees who have been employed for at least one year and are receiving satisfactory evaluations. It is the policy of the Fairfield Area School District to encourage employee interest in improving job knowledge, updating job skills and obtaining professional goals, which will benefit the District, and to reimburse the employee accordingly.

4250.2 EMPLOYEE ELIGIBILITY

Credits or course tuition paid for by the District must be acquired while working for the Fairfield Area School District. Employees who resign their position are not eligible for reimbursement for courses taken during the semester preceding their resignation. Any such payments already made must be returned to the District.

4250.3 CONTINUING EDUCATION COURSES

Courses that will qualify for reimbursement will fulfill all of the following:

1. The education will improve the employee's ability to perform his/her current position, or will increase his/her potential for future advancement.
2. The course(s) are offered through an accredited institution of higher education (university, college), technical or business school, or vocational school.
3. The employee maintains a minimum of C grade or better for undergraduate courses or a minimum of B grade or better for graduate course work; or where applicable a "Pass" grade.
4. The course is taken on non-work hours and does not pose a conflict with the employee's work schedule.

4250.4 PRE-APPROVAL FOR REIMBURSEMENT

All courses must have prior approval by the Superintendent in order to be reimbursed. The Superintendent shall be notified in writing, on the Fairfield Area School District pre-approval form for support staff, no later than ten (10) working days before registration for any course.

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4250.5 APPLICATION FOR REIMBURSEMENT

Reimbursement is provided for tuition and does not include the cost of registration fees, books, supplies, transportation, personal expenses or student activity fees.

Maximum credits for undergraduate and graduate courses which payment will be made during each year, measured from July 1 to June 30, will be twelve (12) credit hours.

The maximum number of technical, business or vocational courses for which payment will be made each year, measured from July 1 to June 30, will be six (6) courses or equivalent of twelve (12) credit hours

A maximum of 12 credits per year will be reimbursed. The exception to this rule shall be where an individual is enrolled in an advanced degree program wherein courses required for said degree are taught at intervals of more than every two years, in which case the maximum shall be 18 credits per year.

Reimbursement shall be at the lesser of the actual rate per credit hour or the Pennsylvania State University rate per credit hour. Requests and approval/disapproval will be made on a standardized form obtained from the Superintendent's office.

The employee repayment rate shall be based upon the following table:

Time from Course End to Termination	Repayment Rate
Up through and including 365 days:	100% of reimbursement paid by the District
366 days through and including 730 days:	50% of reimbursement paid by the District
731 days and beyond:	0% of reimbursement paid by the District

No reasonable request shall be disapproved.

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Support Staff employees must submit to the Superintendent's office a passing grade and bursar's receipt before reimbursement will occur. A passing grade to entitle the employee to reimbursement shall be a minimum of C grade or better for undergraduate courses or a minimum of B grade or better for graduate course work; or where applicable a "Pass" grade.

Approved: June 12, 2006