



Pilot Program

Tuition Reimbursement

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Agenda

- Background
- Program Entail
- Eligibility
- Getting Started
- Reimbursement
- Additional Information
- Questions



Program Entail

Associates Degree

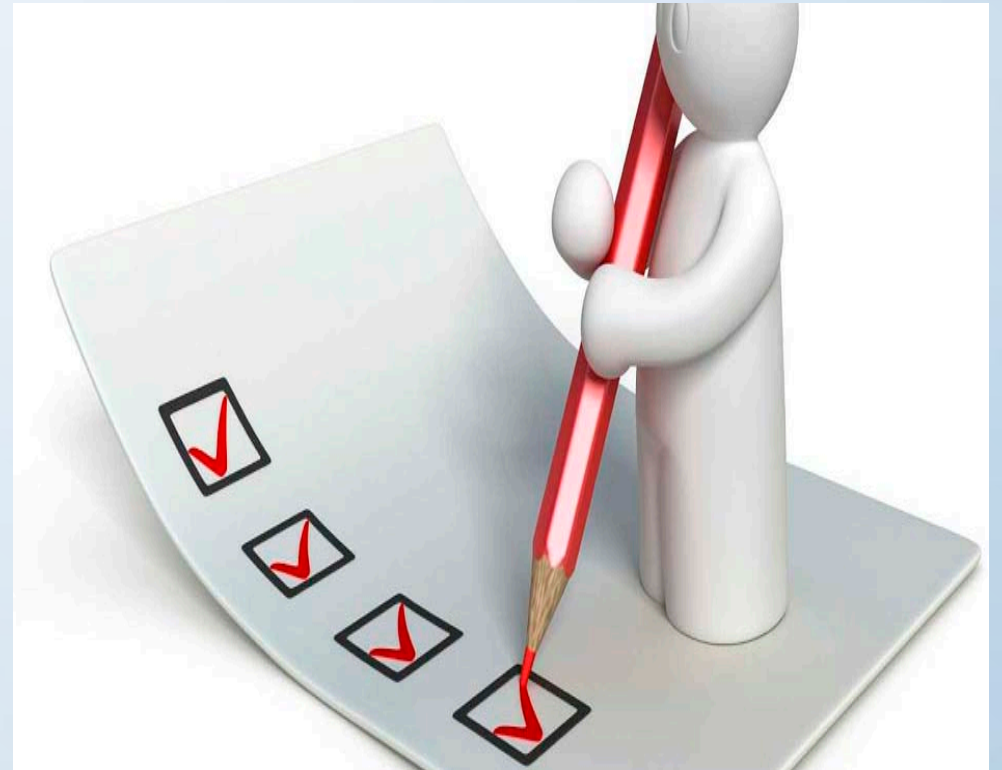
Bachelors Degree

Masters Degree

- Tuition Reimbursement Only
- Coursework January –June
submit application by:
November 1st
- Coursework July – December
submit application by: April 1st
- Final Grade of C or better

Eligibility

- No disciplinary pending
- Overall job rating of exceeds expectation or higher
- Must be employed at least 18 months since completion of probationary period
- No negative impact to work/departement
- Career path relevant



Getting Started

Decide School and Program



Complete Program Application and Agreement



Obtain supervisor's approval, college president,
and Vice Chancellor of Human Resources



Reimbursement



Must Submit Reimbursement Request to HR within 30 days of completing the courses.

- Submit copy of approved program application
- Submit section II of program application listing course titles/amounts request reimbursement
- Provide official grade/transcript of final grade C or better
- Final tuition bill/receipt of payment listing courses
- Any financial aid documentation
- A/P Reimbursement Request Form must also be completed
- Reimbursement timeframe usually 1 week, may be 2 weeks depending on A/P Deadline

Additional Information

- Restrictions Apply to program
 - Grading
 - Funding availability
 - Repay reimbursement if employee separates from District before completing 5 years of service after final tuition reimbursement amount was paid
 - Affects income tax
 - Disciplinary



Participants

Program Participation by College/Degree

