

(Continuing Education)

The Governing Board looks favorably upon a request from support staff employees who wish to further their education. The Board will pay, *following* successful completion of the courses, grade report, transcript, or certificate of completion, for tuition/registration fees for courses, workshops, and seminars that meet the guidelines listed below and when participation in educational programs will not interfere with the employee's performance on the job.

The definition of “course/workshop/seminar” as mentioned in this policy refers to individual college and non college courses, workshops and/or seminars *excluding* entire college programs or courses of study

The definition of “entire college programs or courses of study” as mentioned in the policy refers to courses associated with completion of an entire college degree program.

Reimbursement criteria for “courses/workshops/seminars”

- Tuition for colleges/universities shall not exceed the current Pima Community College rate for freshman and sophomore level courses and shall not exceed the current University of Arizona rate for junior and senior level courses.
- The employee must initiate the "Continuing Education Petition" and obtain approval and signature of manager, supervisor or administrator prior to submission to the Support Staff Development Coordinator.
 - The petition must be received by the Support Staff Development Coordinator ten (10) business days prior to the start date of the course/seminar/workshop.
 - The “Continuing Education Petition” form must be initially approved by the employee’s supervisor, manager, or administrator. The Support Staff Development Coordinator will issue final approval or denial
 - Completed “Continuing Education Petition” must display correlation between the proposed courses/workshops/seminars and District, department, or site strategic/improvement goals. The petition may also display correlation between the proposed

courses/workshops/seminars and an increase in employee's knowledge, skills and abilities in order to facilitate employee's upward mobility within the District.

- The Support Staff Development Coordinator will consult with the supervisor, reaffirm that the request meets all the criteria, and will notify the employee of action taken. Employee must receive the approved "Continuing Education Petition" from the Support Staff Development Coordinator prior to the employee's registration in the course/seminar, or workshop.
 - The course/seminar/workshop to be taken must be job related and/or tied to the District, department or site strategic and/or improvement plan. The outcome of the course/seminar/workshop, should increase the employee's productivity or capability in the position currently held and/or help the District, department or site achieve strategic/improvement goals and/or facilitate an increase in employees knowledge, skills and abilities in order to facilitate employees upward mobility within the district.
- Information containing registration/tuition fee requirements must be presented along with the "Continuing Education Petition."
 - Participation in any course/workshop/seminar must be satisfactorily completed and validation must be presented to the Support Staff Development Coordinator in the form of a grade report, transcript, or certificate of completion.
 - The employee must maintain a *B* (3.0) average in order to be eligible for tuition reimbursement.
 - For every twelve (12) credits of coursework reimbursed, the employee must agree to work one (1) additional year at Marana Unified School District or the full amount paid out must be returned to the District.

For non-college courses/workshops/seminars for which the District is not requested to pay tuition/registration reimbursement, the District will pay to an employee an amount equal to the two dollars (\$2) per hour of instruction received for successful completion of an approved course, workshop, or seminar. This will occur only if the instructional time is outside of the employee's work time. All criteria and conditions previously stipulated in this policy must be met to qualify for this payment.

Employee is eligible to receive EITHER reimbursement for the cost

associated with college tuition and courses OR reimbursement of cost associated with non-college courses/workshops/seminars (\$2 per hour of instruction received.) Employee is not eligible to receive both forms of reimbursement.

- An employee within the initial ninety (90) day evaluation period will not be eligible to participate in any course/workshop/seminar for continuing education reimbursement in any form including both college and non-college courses/workshops/seminars.

Reimbursement criteria for “entire college programs or courses of study”

The District reserves the right to allow an employee to be reimbursed for course work designated as a priority area by the District. Application for reimbursement for a specific program or course of study may be made to the director of Professional Development for approval. Progress will be reviewed on an annual basis prior to approval for continued reimbursement of the program.

