

COLUMBUS CITY SCHOOLS

CLASSIFIED EMPLOYEES TUITION REIMBURSEMENT INFORMATION

Total funds in the amount \$25,000.00 have been allocated for use during the current fiscal year to support activities which will improve the professional performance of eligible classified supervisors. Please review the guidelines on the following page. Classified employees may apply to be reimbursed for costs paid towards participation in workshops, training programs and courses for credit which will provide job/related/promotional opportunities or to enhance job skills within the school system.

The distribution and reimbursement of funds shall be in accordance with the attached guidelines established by the Classified Tuition Reimbursement Committee. When the budgeted amount has been exhausted, no additional requests will be considered for the remainder of the fiscal year. The fiscal year begins July 1st and ends on June 30th.

The request form (to request approval for courses/activities) is located at the end of this document. The claim form (to request reimbursement/distribution of funds) is available on the website @ www.ccsch.us/Page/9058.

The joint labor/management committee meets on the dates listed below. All requests must be submitted by 4 p.m. on the Friday prior to the scheduled meeting date, as outlined in the chart below.

the start date of the course or activity is	Request is due to Human Resources no later than (6 days before committee meeting):	Committee meets to consider requests on (second Tuesday of every month):
August 1-31, 2022	July 8, 2022	July 14, 2022
September 1-30, 2022	August 5, 2022	August 11, 2022
October 1-31, 2022	September 2, 2022	September 8, 2022
November 1-30, 2022	October 7, 2022	October 13, 2022
December 1-31, 2022	November 4, 2022	November 10, 2022
January 1-31, 2023	December 2, 2022	December 8, 2022
February 1-28, 2023	January 6, 2023	January 12, 2023
March 1-31, 2023	February 3, 2023	February 9, 2023
April 1-30, 2023	March 3, 2023	March 9, 2023
May 1-31, 2023	April 7, 2023	April 13, 2023
June 1-30, 2023	May 5, 2023	May 11, 2023
July 1-31, 2023	June 2, 2023	June 8, 2023

Return your request form signed by your supervisor via email to: ProfessionalLeaves@columbus.k12.oh.us

Fax: (614) 365-5652

TUITION REIMBURSEMENT GUIDELINES

General Guidelines

1. You must be a classified supervisor who has completed your probationary period to apply.
2. Tuition Reimbursement may be given for workshops, training programs and college credits if approved by the committee and only covers instructional tuition for classes and registration fees for conferences.
3. All requests must be approved by the committee prior to the start date of the class or activity.
4. Tuition Reimbursement is to provide reimbursement for costs paid (via personal payment and/or loans).
5. Tuition Reimbursement forms must be fully completed and submitted by the deadline on the previous page to be considered. It is the employee's responsibility to assure that the form is received by the deadlines.
6. All requests must be accompanied by a complete description of the activity and must be job related. Where credits are available, courses must be taken for credit.
7. Classes taken for Continuing Education Credit (CEUs) or for licensing/certification purposes are subject to committee approval.
8. The committee will not approve more than **\$3,000** per individual for the current fiscal year.
9. The committee will make every effort to equally distribute approved requests and reserves the right to limit the amount awarded to an individual, both monthly, yearly and during the contract duration.

Rescheduled Classes:

1. The employee must submit a new form for rescheduled classes or for a different time period than that which was previously approved.
2. Substituted classes must be in the same equivalent field of study and costs as the activity previously approved. You must notify Human Resources in writing immediately of all changes or cancelled, dropped or failed courses/activity.

Items Not Covered:

1. Reimbursement will not be given for lab fees, parking fees, late fees, books, etc.
2. Employee on an unpaid leave of absence will generally not be approved for tuition assistance unless on an approved educational leave. The committee reserves the right to examine requests on an individual basis.
3. **Conference registration will not be pre-paid. You may register and submit for payment after the conference if the vendor will allow you to attend without pre-payment. You must check with Purchasing at 365-5820 first to see that the conference vendor is on the CCS approved list so we can reimburse the vendor once you submit the claim form, invoice and proof of attendance AFTER the conference. Lodging, per diem or travel fees for conferences are not covered.**

Grants/Scholarships:

1. Reimbursement will not be given for expenses covered by grants or scholarships. Failure to disclose a grant/scholarship will result in the claim being denied and/or refusal of future awards.
2. You may continue to apply for tuition reimbursement each term if you have applied for a grant or scholarship and the committee will determine the allotment minus the grant/scholarship.

Items due upon completion of course/activity:

1. Your signed claim form must be completed with 30 days of completion of the course or activity and must have attached items #2 & #3 below and must be submitted to Michelle Jones in Human Resources Administration. Failure to do so will result in cancellation of payment.
2. A completed comprehensive and detailed account from the college/university or vendor showing all charges and payments to the account.
3. Proof of successful completion of course work or activity (grades/certificate/proof of attendance).