



# COLUMBUS CITY SCHOOLS CLASSIFIED SUPERVISORS TUITION REIMBURSEMENT /PROFESSIONAL LEAVE FOR 2023-24 SCHOOL YEAR

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Please adhere to the document submission schedule located in the guidelines. In addition, please use the current year application located on the website. The application is updated on July 1st of each year.

**\*\*Applications submitted after courses have started will be subjected to committee approval and are at risk of being rejected. \*\*\*Old applications are not accepted.**

**COLUMBUS CITY SCHOOLS**  
**2023-24 CSCSA Tuition Reimbursement/Professional**  
**Development Request Form**

**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](http://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.

<b>If the start date of the course or activity is:</b>	<b>Request is due to Human Resources no later than (6 days before committee meeting):</b>	<b>Committee meets to consider requests on (second Thursday of every month):</b>
August 1-31, 2023	July 7, 2023	July 13, 2023
September 1-30, 2023	August 4, 2023	August 10, 2023
October 1-31, 2023	September 8, 2023	September 14, 2023
November 1-30, 2023	October 6, 2023	October 12, 2023
December 1-31, 2023	November 3, 2023	November 9, 2023
January 1-31, 2024	December 8, 2023	December 14, 2023
February 1-28, 2024	January 5, 2024	January 11, 2024
March 1-31, 2024	February 2, 2024	February 8, 2024
April 1-30, 2024	March 8, 2024	March 14, 2024
May 1-31, 2024	April 5, 2024	April 11, 2024
June 1-30, 2024	May 3, 2024	May 9, 2024
July 1-31, 2024	June 7, 2023	June 13, 2024

## 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 ensure 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. Employees 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.

### **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 within 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).

### **Professional Leave Guidelines and Schedule**

1. Preference will be given to workshops offered in the Columbus area and in the State of Ohio.
2. Submit conference/activity travel requests forms for approval no less than two weeks in advance of the Professional Leave Committee **(please review schedule below)**. For example, activities for October must be approved at the September meeting, etc.
3. Trips outside the continental United States are not eligible for approval.
4. The current fiscal year begins July 1, 2023 and ends June 30, 2024.
5. Summer activities are encouraged provided there are funds available from the current fiscal year.
6. Professional leave cannot be used for activities to obtain college credits or certification.
7. Applicants are limited to \$2500 over a two (2) year period. You may use your discretion as to how many activities you request to attend as long as the total is \$2500 or less for the two year period.
8. Preference will be given to staff who have not utilized the fund within the last two years.
9. Expenses will not be approved in conjunction with personal leave use. When a request is denied, expenses will not be authorized if the individual elects to use personal leave.
10. Membership in a professional organization is not reimbursable from this program unless such membership reduces the cost of the conference registration by an amount equal to or greater than the cost of such membership.
11. Travel – hotel/per diem – will only be considered for travel outside of the local boundaries set by district policy.
12. **Permission to attend a professional activity which does not require funding should be approved with your immediate supervisor and will not be considered through the Professional Leave Committee.**
13. Any changes to the approved requests must be cleared through the Professional Leave Committee

<b><i>If Start Date of Activity Is:</i></b>	<b><i>Request Due in HR by 4 p.m. by:</i></b>	<b><i>Committee Meeting Date</i></b>
<b>October 1-31, 2023</b>	<b>August 25, 2023</b>	<b>September 7, 2023</b>
<b>November 1-30, 2023</b>	<b>September 22, 2023</b>	<b>October 5, 2023</b>
<b>December 1-31, 2023</b>	<b>October 20, 2023</b>	<b>November 2, 2023</b>
<b>January 1-31, 2024</b>	<b>November 24, 2023</b>	<b>December 7, 2023</b>
<b>February 1-29, 2024</b>	<b>December 22, 2023</b>	<b>January 4, 2024</b>
<b>March 1-31, 2024</b>	<b>January 19, 2024</b>	<b>February 1, 2024</b>
<b>April 1-30, 2024</b>	<b>February 23, 2024</b>	<b>March 7, 2024</b>
<b>May 1-31, 2024</b>	<b>March 22, 2024</b>	<b>April 4, 2024</b>
<b>June 1-30, 2024</b>	<b>April 19, 2024</b>	<b>May 2, 2024</b>

You may download and print these documents as needed from the Human Resources section of the Internet at <https://www.ccsch.us/Page/8624>

**Columbus City Schools  
Office of the Treasurer  
Employee Travel Reimbursement Guidelines**

**Hotel Stay**

- Travel – hotel/per diem – will only be considered for travel outside of the local boundaries set by district policy.
- Hotel stay is limited to the length of the conference. For example, three-day conference = three nights allowed in a hotel.
- Hotel choice is limited to a conference hotel (unless sold out). For other than conference hotel, maximum rate should not exceed GAO guidelines. <http://www.gsa.gov/portal/category/21287>

**Per Diem**

- \$45 per diem will be paid to employees for each night spent in a hotel on business. One night = \$45, two nights = \$90, etc. No exceptions.
- Per Diem reimbursement always requires an overnight stay.
- Receipts are not required for reimbursement. Tips are covered by per diem.

**Airport Transportation at Destination**

- Transportation to/from the conference airport is limited to the cost of a round trip shuttle. Visit the destination airport website. Look for a link to ground transportation for reservations and/or rates. Employees electing to secure other modes of transport are limited to the shuttle rate for reimbursement.
- Transportation to/from hotel will be reimbursed if a conference shuttle is not provided and the hotel is not within walking distance.
- Transportation to/from meals/entertainment is not reimbursable

**Car Rental at Destination**

- Car rental is approved only under exceptional circumstances, such as the need to visit multiple schools. Approval requires a detailed justification/rationale. The daily limit for reimbursement is \$50, which includes all associated costs: rental fee, gas, parking, tolls, etc. Optional insurance will not be reimbursed.

**Driving Personal Vehicle Out of Town**

- Maximum reimbursement for all driving expenses (mileage, parking, tolls) is the lower of \$300 or the cost of an airline ticket to the conference destination.
- Google “IRS Mileage Rate ” to see effective rate on date of travel.

**Miscellaneous**

- Reimbursement limit of one checked bag each way (\$60/round trip currently).
- CMH airport parking reimbursement limit = Blue lot rate (\$10/day currently).
- Failure to attend conference will result in the employee being held responsible for repayment of any non-refundable charges paid by CCS on behalf of the employee.
- Technology, equipment &/or books received at this conference become the property of CCS.

**Exceptions**

Any exception to the above requires appropriate justification, advance notification, and approval in writing.

## FY 2023/24 Conference/Activity Cheat Sheet

- Employee submits request form: [2023-2024 CSCSA Tuition Reimbursement/Professional Development Request Form](#)
- Once request is approved by the Professional Leave Committee, an approval letter will be sent to the employee.
- A purchase order will be processed for the employee and sent to the employee from the purchasing department.

### **After receiving purchase order, the employee MUST:**

- Complete the conference/activity registration. Provide the purchase order number if asked and submit the registration form to the vendor.
- Billing address is: **Accounts Payable – 270 E. State Street, Columbus, OH 43215**
- If pre-payment of a conference registration is required, attach the registration form to a copy of the purchase order and send to Accounts Payable. This cannot be paid without a copy of the purchase order **and** the registration form or invoice.
- Confirm BOTH hotel and conference availability before making air reservations. **The employee is responsible for any costs associated with canceling or changing air reservations.**
- Employee may contact travel agent (Uniglobe @ 614-237-4488) for air estimates and to book the air reservation and/or hotel reservation. Hotel reservations made through the travel agent require an employee payment (non-reimbursable) of a \$35 convenience fee. Employees are required to stay in the conference hotel unless full.

### **After returning from the conference/activity the employee MUST submit the following items to Accounts Payable within 30 days of your return:**

1. Claim form: [Reimbursement Claim Form](#)
2. Hotel folio
3. Air itinerary
4. Conference registration receipt
5. Paid shuttle receipt and/or Paid CMH parking receipt
6. Paid airline baggage receipts
7. Certification of conference attendance verifying the event, place, dates and for the purpose given.
8. Certification that their per diem claim reflects a deduction for any meals provided by the conference.