



COLUMBUS CITY SCHOOLS CLASSIFIED SUPERVISORS TUITION REIMBURSEMENT /PROFESSIONAL LEAVE FOR 2024-25 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.

COLUMBUS CITY SCHOOLS
**2024-25 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.

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

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.

Request is due to Human Resources no later than (6 days before committee meeting):	Committee meets to consider requests on (second Thursday of every month):
July 5, 2024	July 11, 2024
August 2, 2024	August 8, 2024
September 6, 2024	September 12, 2024
October 4, 2024	October 10, 2024
November 8, 2024	November 14, 2024
December 6, 2024	December 12, 2024
January 3, 2025	January 9, 2025
February 7, 2025	February 13, 2025
March 7, 2025	March 13, 2025
April 4, 2025	April 10, 2025
May 2, 2025	May 8, 2025
June 6, 2025	June 12, 2025

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 Juwana Steele 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 on page 2)**. 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, 2024 and ends June 30, 2025.
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 \$3000 per year for registration, travel/lodging etc.
8. Preference will be given to staff who have not utilized the fund within the previous year.
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.

Columbus City Schools Office of the Treasurer Employee Travel Reimbursement Guidelines

Per Board Policy 6550 – TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. Click [here](#) to view the payment and reimbursement guidelines on the Intranet. *You must be on a district computer to access the intranet.

Payment and reimbursement rates for mileage shall be in accordance with the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on a personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

Effective 7/1/15

FY 2024/25 Conference/Activity Cheat Sheet

- Employee submits request form: [2024-2025 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) 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.

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