



**TUITION  
REIMBURSEMENT  
PROGRAM FOR  
CLASSIFIED EMPLOYEES**

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## CLASSIFIED TUITION REIMBURSEMENT PROGRAM

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The purpose of the Classified Tuition Reimbursement Program is to assist classified and classified management employees in meaningful study and related activities designed to retain and improve the employees' knowledge of skills in their respective career paths.

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## **I. WHO IS ELIGIBLE FOR TUITION REIMBURSEMENT?**

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### **A. Eligibility**

Classified employees who meet any of the following criteria are eligible for participation in the Classified Tuition Reimbursement Program:

1. Permanent full-time contracted employees working 30 or more hours per week.
2. Permanent part-time contracted employees working less than 30 hours per week.
3. Only those units earned once an employee obtains permanent status are eligible for tuition reimbursement.
4. Permanent Employees: A classified employee who is initially hired into the District as a probationary employee will become a permanent employee 6 months/130 workdays after initial employment with the district

### **B. Non-eligibility**

Individuals who meet any of the following criteria are not eligible for participation in the Classified Tuition Reimbursement Program:

1. Retirees.
2. Recreation employees, substitutes, casual labor, students, or employees exempt from the classified service.
3. Employees participating in the Fresno/Clovis Program, Special Education Residency Program, Paraprofessional Teacher Training Program, or any other paid/tuition reimbursement program.

## II. GUIDELINES

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### A. Classified Tuition Reimbursement Program

1. Effective July 1, 2006, classified employees who participate in the District's Classified Tuition Reimbursement Program may be reimbursed for 75% of the cost incurred for tuition and books (not to exceed \$1,500 each fiscal year as defined in section B below) for coursework completed in an accredited institute of higher education as approved. Participation in the Classified Tuition Reimbursement Program is voluntary.
2. Participants are required to remain with the District for a minimum of three years after participating in the Tuition Reimbursement Program before seeking employment outside the District or the participants will be required to reimburse the District for all tuition reimbursement they were paid.
3. The employee's career path is the current job series as defined by the Classified Schematic lists of classes and salary range. Example: The career path of an Accounting Assistant I would be anything within the Accounting Series of the Classified Schematic.

1. ACCOUNTING SERIES	Grade
Payroll Specialist	25
Accounting Specialist	25
District ASB Clerk	25
Accounting Technician	19
Payroll Technician	19
School Account Clerk	17
Accounting Assistant III	15
Payroll Assistant	15
Accounting Assistant II	11
Accounting Assistant I	09

### B. Reimbursement Limits

1. Permanent full-time classified employees working 30 or more hours per week shall be reimbursed for tuition and books a maximum of \$1,500 each fiscal year (July 1 – June 30), not to exceed the lifetime limit of \$7,500 over the course of the employee's tenure with the District

2. Permanent part-time classified employees working less than 30 hours per week shall be reimbursed for tuition and books a maximum of \$250.00 each fiscal year (July 1 – June 30), not to exceed the lifetime limit of \$1,250 over the course of the employee's tenure with the District.
3. The lifetime limit is cumulative for classified employees who change between part-time and full-time status. In no case may an employee exceed the full-time lifetime limit of \$7,500.
4. Employees will be reimbursed for 75% of their costs up to the fiscal year limit of \$1,500 through Human Resources Payroll Department.

### **III. PROGRAM REQUIREMENTS**

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#### **A. Academic Pre-Approval**

1. An Application for Academic Program Pre-Approval (Appendix I is required to be eligible for tuition reimbursement.
2. Employees must have pre-approval for all course work related to career path.
3. All receipts and coursework must be completed, and official transcript verification must be received in the Human Resources Department no later than June 30th for reimbursement to be made on the employee's first payroll after July 1st. The employee must be currently employed at that time to receive reimbursement.

#### **B. Coursework Requirements**

Only coursework taken at institutions accredited by the council for Higher Education Accreditation will be accepted for tuition and book reimbursement, including the following;

1. All CSU & UC programs.
2. Fresno State University
3. Extended education certificate programs.
4. National University.
5. University of Phoenix.
6. State Center Community College.
7. Apprentice and Trade School as approved by the Professional Growth Committee.
8. Certificate program as approved by the Professional Growth Committee.
9. On-line college level courses only through accredited institutions, pre-approval required.
10. Vocational, hobby, or recreational classes are not eligible for tuition reimbursement.
11. Duplicate coursework will not be accepted.
12. CPR/First Aid Certification and/or renewals are not eligible.
13. No Adult School or secondary level courses are eligible for tuition reimbursement.

#### **IV. REQUIREMENTS FOR REIMBURSEMENT**

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A Request for Tuition Reimbursement Form (Appendix II) must be submitted to the Human Resources Department with the following verifications:

1. Pre-approval for all course work from both the supervisor and the Human Resources Department.
2. Receipt for tuition from the institute of higher education.
3. Course Syllabus listing required books.
4. Receipt for books purchased for the approved course.
5. Official transcripts showing a grade of “C” or better, or “Pass” for Pass/Fail classes.
6. Reimbursement will be made on employee’s first payroll after July 1st each year.

## **V. EXAMPLES OF ACCEPTABLE/UNACCEPTABLE COURSES**

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The purpose of this list is to provide examples only and give a guideline as to which courses are acceptable or unacceptable. This list is not meant to be all inclusive.

- 1. Acceptable Courses (Job Related Career Path)**
  - a. Aligns with current job description or position.
  - b. Aligns with promotion to position within your career path series.
  
- 2. Unacceptable Courses**
  - a. Personal Growth/Recreational
  - b. Meditation
  - c. Stress Management
  - d. Crafts
  - e. Dancing
  - f. Exercise Classes
  - g. CPR/First Aid
  - h. General Education

## **VI. APPEAL PROCESS**

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To request an appeal, the employee must submit an appeal in writing to the Human Resources Department.

~ Appendix ~

[Link to Appendix I-Application for Academic Program Pre-Approval](#)

[Link to Appendix II-Request for Tuition Reimbursement](#)

Clovis Unified School District  
Classified Tuition Reimbursement Program  
APPLICATION FOR ACADEMIC PROGRAM:  
**PRE-APPROVAL**  
*(Career Path Courses Only)*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Position: \_\_\_\_\_ Site: \_\_\_\_\_

Date of hire: \_\_\_\_\_

Employment Status

Academic Program Information

College, Trade School or University: \_\_\_\_\_

Educational Goal

If Other, please explain: \_\_\_\_\_

Field of Study/Major: \_\_\_\_\_

Describe the education plan and courses you anticipate taking as they relate to your position and career goals. List classes and/or attach course descriptions/syllabus. General Education will not qualify for tuition reimbursement.

Course Approval *(May attach course syllabus.)*

Course	Date Course Begins	Date Course Ends	Credit/Units/Hrs	Total Tuition



Clovis Unified School District  
Classified Tuition Reimbursement Program

Pre-approval From No. 4231.1 (1) must be complete prior to submitting Reimbursement Form No. 4231.1 (2).

APPLICATION FOR ACADEMIC PROGRAM:  
**REIMBURSEMENT**  
*(Career Path Courses Only)*

Name: \_\_\_\_\_ ID#: \_\_\_\_\_

Position: \_\_\_\_\_ Site: \_\_\_\_\_

Total Tuition: \$ \_\_\_\_\_  
Books Amount: \$ \_\_\_\_\_  
Total Amount Requested: \$ \_\_\_\_\_  
Less 25%: \$ \_\_\_\_\_  
Total Reimbursement Requested: \$ \_\_\_\_\_

<u>Full-time employees</u> Annual reimbursement maximum \$1,500.00 Lifetime balance maximum \$7,500.00
<u>Part-time employees</u> Annual reimbursement maximum \$250.00 Lifetime balance maximum \$1,250.00

To process your Classified tuition reimbursement for the \_\_\_\_\_ school year, please make sure the following items are completed prior to June 30<sup>th</sup>.

**Receipts:** Attach copies for tuition and/or books/materials related to the pre-approved coursework.

**Official transcripts:** Request transcripts reflecting passing grade(s) of "C" or better for classes listed on Academic Pre-Approval Form submitted to your HR Specialist.

*To be considered "Official", transcripts must be sent directly from the college or university. Both sealed paper transcripts (DO NOT break the seal if they are directly mailed to you) and electronic transcripts sent directly from the university are accepted. If requesting electronic transcripts, the transcripts must be emailed directly to Human Resources.*

By submitting this Request for Tuition Reimbursement Form, I certify that all information above is correct.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Human Resources Use Only*

Transcripts Reviewed:  Tuition Receipt Received:

Total Reimbursement Approved for Fiscal Year: \$

Lifetime Balance Remaining: \$

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_