

EMPLOYEE TUITION REIMBURSEMENT PROGRAM
FOR
EMPLOYEES COVERED BY THE CONTRACT BETWEEN THE BOARD
AND THE
BREVARD FEDERATION OF TEACHERS

Goal of Program: To offer Tuition Reimbursement Program for 2012-2013. The following information is provided to assist employees covered by the contract between the Board and the Brevard Federation of Teachers in determining whether they are eligible for tuition reimbursement for college courses. These courses would be designed to meet the requirements of the employee groups described below. Directions for making application for acceptance into the program are provided in Section D.

A. Basic Program Requirements:

1. Must be employed in a regularly established position, (not a short-term or part-time position) and on active status, by the Brevard County Public Schools to apply;
2. Must be re-employed, on active status, for the following year to receive tuition reimbursement;
3. Must have received all **“Effectives”** on the most current annual evaluation;
4. The District shall reimburse up to \$200 per semester hour for up to 6 semester hours of credit per fiscal year at an accredited institution of higher education;
5. Supervisors must sign and verify the employee’s eligibility for tuition reimbursement based on the criteria for the employee’s group;
6. Applicants may receive tuition reimbursement provided by this program for courses in which they receive a grade of A or B;
7. Coursework shall be for the time-period of July 1, 2012 to June 30, 2013 with the official, sealed transcript and the receipts for coursework due on the last business day in July, 2013;
8. There is no reimbursement for books, supplies, lab fees or other incidental expenses;
9. Employees must have a valid professional certificate.

B. Instructional personnel as defined in Article I of the Collective Bargaining Agreement (CBA) between the Board and the Brevard Federation of Teachers must apply in writing for tuition reimbursement for coursework leading to:

1. An advanced degree in a field of education or
2. Certification in a district-identified critical shortage area, such as (see attached list)
3. Out-of-field certification [except areas covered by state critical shortage program (see attached list)].
4. Certification for Educational Leadership
5. Certification in Gifted, Reading and ESOL.

C. Budget 2012-2013

Eligible participants in the teacher bargaining unit may earn tuition reimbursement as negotiated between the Board and the Brevard Federation of Teachers. The maximum amount of program dollars for all employees in this bargaining unit is \$55,000.00. **The monies will be disbursed on a first-verified, first-served basis until the funds are expended.**

1. Applicants will participate in the program based upon the date and time of receipt of the application.
2. When all funds, which have been budgeted for the program in a given year, have been expended, no further tuition reimbursement will be given until additional funds become available through a negotiated agreement between the Board and the Brevard Federation of Teachers.

D. Program Process Steps

1. Employees must apply in writing to the attention of Joy Salamone, Director of Labor Relations or her assistant, Rhonda Stewart. Upon receipt of application the employee shall receive written notification that the application has been received.
2. Employees complete their classes by June 30, 2013 and verify successful completion with the following sent to the attention of Joy Salamone, Director of Labor Relations or her assistant, Rhonda Stewart:
 - a. **Sealed Official transcripts** from an accredited institution of higher education (no unofficial transcript downloaded from the web page will be accepted).

AND

- b. Amount(s) paid for coursework must be verified for reimbursement under the rules of the program with **actual** receipts from the institution of higher education. An Account Summary is not acceptable.
3. Employees will receive tuition reimbursement on a **first verified, first-served basis until all monies are expended.** Payment will be by October 15, 2013.
4. An appeals process for any facet of the tuition reimbursement program will be in place and not subject to any grievance procedure. To appeal a decision made in program administration, the individual must put in writing his/her case to the Committee in care of the Director of Labor Relations and the President of the Brevard Federation of Teachers for review and final decision.

2012-2013 TUITION REIMBURSEMENT APPLICATION

Date and Time Received
Labor Relations Use only

INSTRUCTIONAL

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A. ALL EMPLOYEES, PLEASE COMPLETE THE FOLLOWING:

1. Name: _____
2. Employee Identification Number: _____
3. Official job description title: _____
4. Work site: _____
5. Type of degree or certification being pursued: _____
6. Name of the institution of higher education you are/will be attending: _____
7. How the course meets the tuition reimbursement criteria for your group:

8. When coursework will be completed. Date: _____

B. PRINCIPAL/DEPARTMENT HEAD PLEASE COMPLETE THE FOLLOWING:

Principal/Department Head signature, which confirms that the employee is eligible for tuition reimbursement assistance (based on criteria for his/her employee group, please refer to the program requirements under Section A, Items 1-9).

Yes, they are eligible: _____

No, they are not eligible: _____

Signature: _____ Date: _____