



## **TUITION ASSISTANCE PROGRAM School Year 2018 - 2019**

### **GENERAL**

Douglas County School District encourages employees to obtain the skills necessary to develop professionally. Employees are eligible to apply for reimbursement of tuition and registration expenses from a college or university holding regional accreditation, or a nationally recognized and/or accredited trade/vocational organization. Does not apply to DCSD Alt Licensure Program. Area of work must be directed toward:

- \* a degree, license, or advanced certification or
- \* increased competence in the area in which the employee is assigned, or
- \* an area that the District agrees is in the employee's career path.

### **COMPENSATION**

Employees may receive up to \$2,000 per school year, with a maximum of \$6,000 in any five-year period.

### **ELIGIBILITY**

All regular Benefits Eligible status employees with a minimum of 90 days of employment are eligible to apply for the program.

### **CRITERIA**

Reimbursement will be limited to tuition and registration expenses only and will **not** cover books, on-line software, supplies, travel, lodging, university/college **fees**, or other expenses.

### **PROCEDURES**

1. Complete and submit the Tuition Assistance Request form **at least two weeks prior** to the course of study to Human Resources, attention: [Shauna.Manitoken@dcsdk12.org](mailto:Shauna.Manitoken@dcsdk12.org)
2. Pre-approval will occur only after submitting the completed and approved Tuition Assistance Request Form, Course Description(s) and completed and approved Five-Part Development Plan.
3. Reimbursement will occur upon presentation of an Official receipt from the university or organization showing itemized charges, proof of payment by the employee and an Official Transcript or Certificate of completion. A grade of "C" or better (or "passing" grade if applicable) will be required for reimbursement.
4. As tuition funds are limited, each application will be reviewed on a case-by-case basis. Applications may be denied for the following reasons:
  - a. Course does not directly link to increased job performance or tie to career path
  - b. Incomplete application or Five Part Development Plan
  - c. Non-accredited institution
  - d. Request exceeds allocation limits
  - e. Total District allocated tuition reimbursement limit has been reached
  - f. Other, i.e. – equity allocation adjustments



## TUITION ASSISTANCE REQUEST FORM

1. Complete and submit this form to Human Resources at least two weeks prior to the beginning of the course.
2. Incomplete applications will **not** be considered.
3. A decision will be rendered two weeks after submission.
4. Employees may receive up to \$2,000 per school year in reimbursement, and up to \$6,000 in any five-year period. 100% reimbursement for a "C" or better or a "passing" grade, if applicable.

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Employee #: \_\_\_\_\_ Employee's work site: \_\_\_\_\_

Name of College/University: \_\_\_\_\_

Title of Course: \_\_\_\_\_ Date: \_\_\_\_\_ Tuition \$ \_\_\_\_\_

Title of Course: \_\_\_\_\_ Date: \_\_\_\_\_ Tuition \$ \_\_\_\_\_

Title of Course: \_\_\_\_\_ Date: \_\_\_\_\_ Tuition \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ (void if not signed) Date: \_\_\_\_\_

Direct Supervisor (Evaluator) \_\_\_\_\_  
Printed Name Approval Signature

### STEP 1: Pre-approval for course work:

- Attach Course description
- Attach 5-part Develop Plan  
Completed, signed & dated

### STEP 2: Reimbursement after course completion:

- > Attach copy of original request form
- > Attach Itemized statement of charges
- > Attach Receipt of payment (if not on billing statement)
- > Official Transcript or Certificate of completion

HR Use Only: Approved \_\_\_\_\_ \$ \_\_\_\_\_ Date: \_\_\_\_\_

NOT Approved \_\_\_\_\_ Rationale \_\_\_\_\_

Approved by: \_\_\_\_\_ Contact: Shauna.Manitoken@dcsdk12.org

## FIVE PART DEVELOPMENT PLAN

**Check 1:** ☐ Improving Performance ☐ Preparing for new role ☐ Leveraging current role

Readings (periodicals)

What books, magazines, white papers etc. should be read to assist in the development?

Projects/Assignments

What types of projects should this person be assigned to learn, grow, network?

Self-Efficacy

What can be used to assist with self-efficacy through self-awareness, emotional intelligence, behavior modeling and other experiences that can be shared with the individual?

Coaching/Mentoring

Based on the specific need, who would be the best mentor? Can they learn or share their learning by coaching others?

Courses/Trainings

What specific classes can target this person's specific needs?

## **Manager/Principal Instructions For the Five Part Development Plan**

The development plan needs to accompany the tuition reimbursement form. The plan should be developed jointly with the employee. It should focus on either improving performance to better enable the employee to become highly effective or to help position the employee for a different position within the District. The items in the plan should be reasonably attained in a 12 month period. This does not mean that the intended goal would be met in that timeframe but that it is directionally correct and a new plan can be created the following year.

Not all of the 5 categories need to contain something but the more the better. The first category (Readings) should contain those papers, books, periodicals, etc. that relate to the developmental area.

The second category (Projects) is designed for you to identify projects or committees that the employee can take part in in order to garner the knowledge they need to further develop them in that certain area.

The third category (Self Awareness) is used to identify ways to provide the employee feedback about his/her performance or behavior. These are things like 360 degree feedback, peer surveys, and team building exercises.

Category four (Coaching) is where you can assign an expert to coach them where they may need to be developed and/or provide them the opportunity to mentor someone else.

The final category (Courses) should spell out those trainings, seminars and courses that would support the employee in these developmental efforts. They should match those that are being requested for tuition reimbursement.