

	ABERDEEN SCHOOL DISTRICT	NEPN Code: GCI
	POLICIES AND REGULATIONS	

PERSONNEL

PROFESSIONAL DEVELOPMENT - TUITION/FEE REIMBURSEMENT

It is the belief of the Aberdeen School District that its employees need to be involved with processes to improve professionally through continuing education opportunities. In order to encourage professional growth and development, the Aberdeen School District offers partial tuition/fee reimbursement.

The District has developed guidelines to enable those eligible employees a means to receive a partial tuition/fee reimbursement for courses and activities that support their continual professional development.

The guidelines describe the eligibility, allocation of funds, reimbursement procedures, and approval criteria. The Aberdeen School Board shall review the amount of money budgeted each year for tuition/fee reimbursement to insure that there is adequate funding in order for a significant number of staff to participate. A cap of \$300 will be allowed per eligible staff member per year.

Staff interested in receiving tuition/fee reimbursement must submit a Tuition/Fee Reimbursement Application Form (GCI-E) for review by the Superintendent and Human Resources Director. Applications shall be submitted to the office of the Human Resources Director by September 1 of each year.

Applications may be obtained through the Human Resources office at the District Service Center or the District's website.

ADOPTED: June 24, 2002
REVISED: October 14, 2003
REVIEWED: July 24, 2006
REVIEWED: November 12, 2007
SUSPENDED: May 9, 2011
REINSTATED: April 10, 2012
REVISED: December 8, 2014
REVISED: April 27, 2015