

**Educational Improvement Reimbursement / Professional & Educational Increment  
Pre-approval & Request Form**

**REIMBURSEMENT:** Per Section E-16.1, and Supplement to E-16.1 of the BVEOP Negotiated Agreement, the District provides funds for the educational improvement of office professionals. To be eligible for tuition reimbursement the probationary period must be satisfactorily completed and prior approval obtained from supervisor and HRD. Courses must be job related and satisfactorily completed. Requests are due at the completion of each term (by May 31<sup>st</sup> for spring term).

**INCREMENTS:** Per Section E-1.4 of the BVEOP Negotiated Agreement, office professionals who take approved educational course work in the amounts required shall qualify for specified hourly increments. To be eligible for hourly increments prior approval must be obtained from HRD. Courses must be job related, satisfactorily completed, with attendance no less than 90%.

Please complete Part A, obtain your supervisor's approval and submit to Human Resources PRIOR to beginning any course work. This form will be returned to you indicating if your pre-approval request has been approved or denied. If approved and after class completion, follow the instructions in Part B and resubmit to Human Resources.

<b>Part A - Pre-Approval</b> (Submit prior to class) I am requesting: _____ Reimbursement AND/OR _____ Increment	
Employee Name _____	Employee No. _____
School/Department(s) _____	Position(s) _____
Home Address _____	
TERM: (check one) _____ Summer (Jun 16 – Aug 15) _____ Fall (Aug 16 – Dec 31) _____ Spring (Jan 1 – May 31)	
1. Class Title & Number (attach class description) _____	
Institution _____	Credit/Contact Hours _____
Dates _____	Tuition _____
Relationship to Job _____	
2. Class Title & Number (attach class description) _____	
Institution _____	Credit/Contact Hours _____
Dates _____	Tuition _____
Relationship to Job _____	

Educational Improvement Reimbursement AND/OR Professional & Educational Increment Pre-approval Request has been: _____ APPROVED _____ DENIED reason: _____		H R D
_____ Supervisor	_____ Date	
_____ Human Resource Director	_____ Date	

**Part B – Request** (Submit following class completion)

Following class completion, attach proof of successful completion (transcript or certificate) and, for tuition reimbursement, proof of payment (account balance summary or letter of verification of tuition charges and payments on official letterhead from the Registrar's Office or Continuing Education Office) and resubmit to Human Resources.

**Educational Improvement Reimbursement:** Employee initiated course work **tuition** is reimbursed up to 75%. Twenty-five percent is paid upon verification of successful course completion at the end of each term. The remaining 50% is paid after the May 31 deadline and prorated per BVEOP Negotiated Agreement. District requested course work is reimbursed at 100%. There is a \$550 reimbursement cap per person per fiscal year.

**Professional & Educational Increment:** This pre-approval documentation will be retained in your employee file. Please indicate below if the coursework pre-approved above qualifies you for a hourly increment as stated in E-1.4.

Yes, I qualify for a hourly increment: Level \_\_\_\_\_ Clock or Credit Hours \_\_\_\_\_ Hourly Increment \_\_\_\_\_

<input type="checkbox"/> Educational Reimbursement Section E-16.1 requirements have been met. Account No. <u>10/687.2834/0243-513</u> Eligible tuition _____ at _____ percent. Previous Fiscal Year Cap _____ Current Fiscal Year Cap _____ Amount to be Reimbursed _____ HRD Signature _____ Date _____	H R D
<input type="checkbox"/> Professional & Educational Increment Section E-1.4 requirements have been met for Increment Level _____ Increment Amount _____ Effective Date _____ HRD Signature/Date _____	

# 2008-10 BVEOP NEGOTIATED AGREEMENT

## E-16.1 EDUCATIONAL IMPROVEMENT

The Board agrees, within budget limitations, to provide funds for educational improvement. All planned course work, including cost, should be approved in advance by the level director or manager and the Executive Director of Human Resources. Reimbursement will be made at the completion of each course upon presentation of grade slip, evidence of payment and of satisfactory completion of the course. Types of course work approved include:

- a. Employee Initiated Course Work: Any Unit D employee who has satisfactorily completed the probationary period shall be entitled to reimbursement for the costs of educational improvement in an amount up to 75% of tuition costs not to exceed \$550 per person per fiscal year incurred in taking job related course work. Employees will be paid 25% of the approved request upon verification of course completion at the end of each term. The remaining 50% of the approved request will be aggregated and paid after the May 31<sup>st</sup> deadline. The amount budgeted for the Educational Improvement fund will be equal to the salary of a .2FTE of a Grade 1, Step 1 Office Professional position.
- b. The three terms in each fiscal year are as follows:  
  
Summer Term – June 16 through August 15  
Fall Term – August 16 through December 31  
Spring Term – January 1 through May 31<sup>st</sup>

## E-1.4 PROFESSIONAL AND EDUCATIONAL INCREMENT

Office Professionals who achieve professional certification or complete educational course work as specified in this paragraph will receive additional compensation as provided with respect to such certification or education acquired after their employment with the District. Requests for this compensation must be made to the Human Resources Department. Compensation will be effective the first work day of the month following submittal of all necessary paperwork.

- a. Additional Salary for Professional Certificates: Office Professionals within the Re2 District who receive professional standards certificates from the National Association of Educational Office Professionals (NAEOP) shall be recognized by a provision whereby seven cents per hour (\$.07) per certificate level be added to the salary compensation of the employee so qualifying. This salary differential provision becomes effective January 1, 1982. Effective July 1, 2004, continuation of this differential is contingent upon the employee completing the appropriate NAEOP requirements for recertification or upgrade. Documentation of NAEOP recertification or upgrade and a list of courses supplied to NAEOP shall be furnished by the employee to the District. Continuing education hours used for NAEOP certification may not be utilized for Other Education credit as defined in E-1.4b.
- b. Other Education: Office Professionals who take approved educational coursework after January 1, 1985 in the amounts required herein shall qualify for the increments stated below. It is intended that qualifying course work provide for job related professional development. In order for the course work to qualify for this program it must be approved in advance by the Human Resources Division and the employee must successfully complete each course and have an attendance of not less than 90%. A Certificate of Completion or official transcript(s) shall be furnished by the employee to the District. Continuing education hours used for Other Education credit may not be used for E-1.4a Additional Salary for Professional Certificates.

Level	Clock Hours	College Credit	Hourly Pay Rate
I	109	6	\$ 0.18
II	218	12	0.21
III	435	24	0.27
IV	870	48	0.39
V	1305	72	0.51
VI	1450	96	0.55
VII	1595	120	0.59