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# **CLASSIFIED TUITION REIMBURSEMENT (HRO-P005)**

WENATCHEE SCHOOL DISTRICT

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## **1.0 SCOPE:**

- 1.1 WSD Central Office – Human Resources Office

**The online version of this procedure is official; therefore, all printed versions are unofficial copies.**

## **2.0 RESPONSIBILITY:**

- 2.1 Assistant Superintendent of Human Resources and Director of Human Resources

## **3.0 APPROVAL AUTHORITY:**

- 3.1 Assistant Superintendent of Human Resources and Director of Human Resources

## **4.0 DEFINITIONS:**

- 4.1 HR – Human Resources Office

## **5.0 PROCEDURE:**

- 5.1 Employee completes Prior Approval Form and gives it to his supervisor.
- 5.2 Employee discusses class/classes they wish to take with their direct supervisor.
- 5.3 Supervisor checks with Human Resources to see if class meets criteria and Human Resources approves or denies.
- 5.4 The employee is notified if the class is approved and receives a copy of his/her Prior Approval Form.
- 5.5 If approved, the employee takes the class and pays the full tuition.
- 5.6 The employee successfully completes the course and submits the following documents to Human Resources:
  - 5.6.1 Copy of Prior Approval Form
  - 5.6.2 Proof of Completion (i.e. grade report, transcript)
  - 5.6.3 Receipt of payment for class
  - 5.6.4 Classified Employee Tuition Reimbursement Form
- 5.7 Human Resources processes and sends completed paperwork to Accounting for payment.

## **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 HRO-F005 Classified Tuition Reimbursement Prior Approval Form
- 6.2 Proof of Class Completion in the form of grade report, transcript, etc.
- 6.3 Receipt of payment for class
- 6.4 Classified Tuition Reimbursement Form

## **7.0 RECORD RETENTION TABLE:**

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<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Classified Tuition Reimbursement Prior Approval	Personnel File	Permanently		
Tuition Reimbursement Form	Business Office Files	Seven Years	Shred	Vault

### 8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
01-Aug-03	A	Original Release
09-Nov-04	B	Added Director of Human Resources to Approval Authority
14-Dec-05	C	Added Director of Human Resources to Responsibility; added 5.1; clarified all remaining steps; updated flowchart

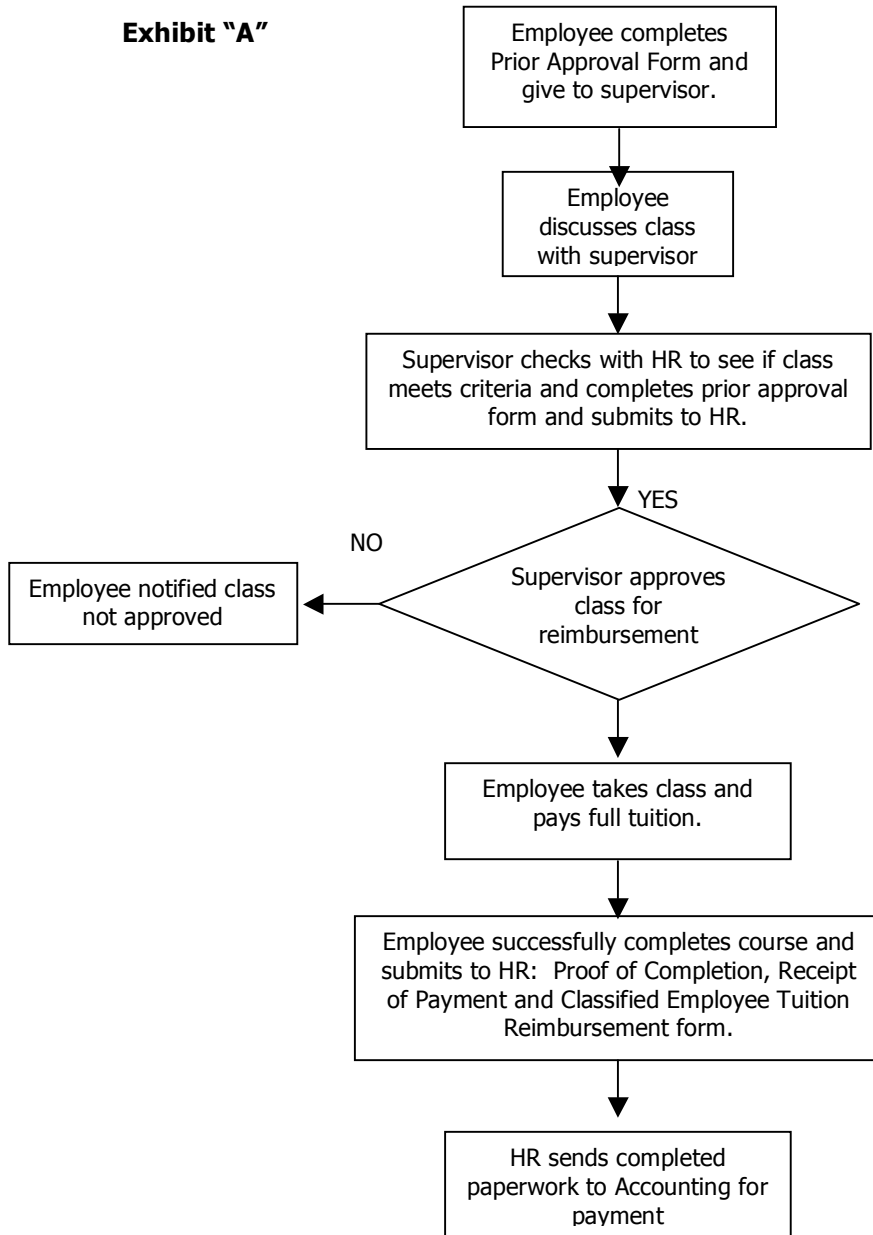
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**Exhibit "A"**



**\*\* End of procedure \*\***