
CERTIFICATED TUITION REIMBURSEMENT (HRO-P006)
WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 WSD Central Office – Human Resources Office

2.0 RESPONSIBILITY:

- 2.1 Assistant Superintendent of Human Resources

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Superintendent of Human Resources

4.0 DEFINITIONS:

- 4.1 HR – Human Resources Office

5.0 PROCEDURE:

- 5.1 Employee determines if class or conference/workshop is for salary movement or for professional enrichment only.

- 5.2 If the class or conference/workshop is for salary movement the employee completes the Credit Approval Form or Tuition Reimbursement **Prior** Approval Form for Conference/Workshop and gets supervisor's signature.

5.2.1 The employee signs up and pays for the class or conference/workshop.

5.2.2 The employee successfully completes class and submits to Human Resources the following:

5.2.2.1 Tuition Reimbursement Form

5.2.2.2 Grade Report/Clock Hours Form

5.2.2.3 Receipt of Payment

5.2.2.4 Certificated Credit Approval Form

5.2.3 Human Resources sends completed paperwork to Accounting for payment.

- 5.3 If the class or conference/workshop is taken for professional enrichment only.

5.3.1 The employee signs up and pays for class or conference/workshop.

5.3.2 The employee successfully completes the class or conference/workshop and submits to Human Resources by September 15 the following:

5.3.2.1 Tuition Reimbursement Form

5.3.2.2 Certificate of Attendance

5.3.2.3 Receipt of payment

5.3.2.4 Blue Expense Voucher (for Tuition Reimbursement)

5.3.2.5 Pink Expense Voucher (for Travel)

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

CERTIFICATED TUITION REIMBURSEMENT (HRO-P006)
WENATCHEE SCHOOL DISTRICT

5.3.2.6 Green Expense Voucher (for Purchases)

5.3.3 HR sends completed paperwork to Accounting for payment.

5.4 Based on years of experience the employee may receive the following:

5.4.1. 0-6 years: up to \$900 per year based on FTE and may not be carried forward;

5.4.2. 7-12 years: up to \$600 per year based on FTE and may not be carried forward;

5.4.3. 13+ years: up to \$450 per year based on FTE and may be carried forward for one year for a total of up to \$900 based on FTE

6.0 ASSOCIATED DOCUMENTS:

6.1 Certificated Tuition Reimbursement **Prior** Approval Form for Conference/Workshop

6.2 Tuition Reimbursement Form

6.3 Credit Approval Form

6.4 Certificated Employee Tuition Reimbursement Form

6.5 Blue Expense Voucher (for Tuition Reimbursement)

6.6 Pink Expense Voucher (for Travel)

6.7 Green Expense Voucher (for Purchases)

6.8 Proof of Class Completion in the form of grade report, transcript, etc.

6.9 Receipt of payment for class

7.0 RECORD RETENTION TABLE:

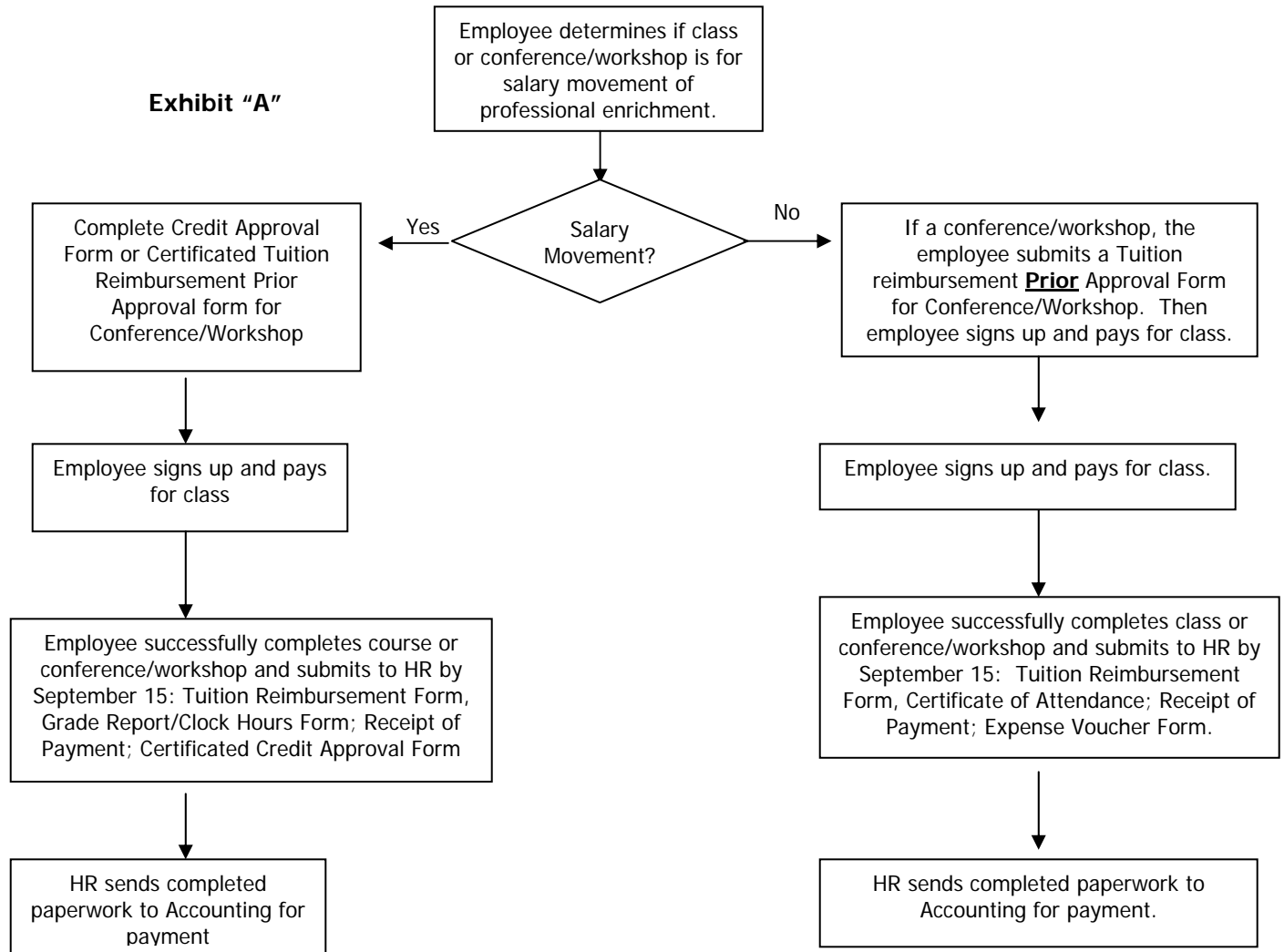
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Credit Approval Form	Personnel File	Permanently		
Tuition Reimbursement Form	Business Office Files	Seven Years	Shred	Vault
Certificated Tuition Reimbursement Prior Approval Form for Conference/Workshop	Personnel File & Business Office Files	Permanently		Vault

8.0 REVISION HISTORY:

CERTIFICATED TUITION REIMBURSEMENT (HRO-P006)
WENATCHEE SCHOOL DISTRICT

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
01-Aug-03	A	Original Release
09-Nov-04	B	Added date to 5.3.2 and flowchart
14-Dec-05	C	Added Tuition Reimbursement Form to 5.2.2, 5.3.2, 6.0, and flowchart
23-Jan-07	D	Added Certificated Tuition Reimbursement Prior Approval Form for Conference/Workshop to 5.1, 5.2, 5.2.2, 5.3, 5.3.1, 5.3.2, 6.0, 7.0, and flowchart
23-Jan-07	D	Added new contract language to 5.4.
23-Jan-07	D	Added Tuition Reimbursement Voucher, Travel Expense Voucher, and Purchase Expense Voucher to 5.3.2.4, 5.3.2.5, 5.3.2.6, 6.4, 6.5, and 6.6.

CERTIFICATED TUITION REIMBURSEMENT (HRO-P006)
WENATCHEE SCHOOL DISTRICT



* * End of procedure * *