

## EMPLOYEE TUITION ASSISTANCE PROGRAM

### FOR EMPLOYEES COVERED BY THE CONTRACT BETWEEN

### THE BOARD AND THE BREVARD FEDERATION OF TEACHERS

Goal of Program: To offer a Tuition Assistance Program for the 2023-2024 academic year. The following information is provided to assist employees covered by the contract between the Board and the Brevard Federation of Teachers in determining whether they are eligible for tuition assistance for college courses. These courses would be designed to meet the requirements of the employee groups described below. Directions for making application for acceptance into the program are provided in Section D.

#### A. Basic Program Requirements:

1. Must be employed in a regularly established position, (short-term, part-time, temporary or substitute positions are not eligible) and on active status, by Brevard Public Schools to apply;
2. Must be re-employed, on active status, for the following year to receive tuition assistance;
3. Must have received all "**Effectives**" on the most current annual evaluation;
4. The District shall reimburse up to \$200 per semester hour for up to six (6) semester hours of credit per fiscal year at an accredited institution of higher education for master's and specialist degrees earning a grade of A or B;
5. Doctoral degrees are paid at a maximum of six (6) semester credit hours at \$200.00 per credit hour for:
  - a. coursework taken for two (2) years with an A or B.
  - b. coursework taken for one (1) year of research with a grade of pass/satisfactory.
  - c. coursework taken for one year of dissertation writing with a grade of pass/satisfactory; or, a maximum of four (4) years of assistance for a doctoral degree;
6. Supervisors must sign and verify the employee's eligibility for tuition assistance based on the criteria for the employee's group;
7. Coursework shall be for the time-period of July 1, 2023 to June 30, 2024 with the official, sealed transcript and the receipts for coursework due by 3: 00 pm on Wednesday, July 31,2024;
8. There is no assistance for books, supplies, lab fees or other incidental expenses;
9. Employees must have a valid professional certificate.

#### B. Instructional personnel as defined in Article I of the Collective Bargaining Agreement (CBA) between the Board and the Brevard Federation of Teachers must apply in writing for tuition assistance for coursework leading to:

1. An advanced degree in a field of education or;
2. Certification in a district-identified critical shortage area;
3. Out-of-field certification [ except areas covered by state critical shortage program;
4. Certification for Educational Leadership;
5. Certification in Gifted, Reading and ESOL.

C. Budget 2023-2024

Eligible participants in the teacher bargaining unit may earn tuition assistance as determined by the Board and the Brevard Federation of Teachers. The maximum amount of program dollars for all employees in this bargaining unit is \$55,000.00. **The monies will be disbursed on a first verified, first-applied basis until the funds are expended.**

1. Applicants will participate in the program based upon the date and time of receipt of the application.
2. When all funds, which have been budgeted for the program in a given year, have been expended, no further tuition assistance will be given until additional funds become available through a negotiated agreement between the Board and the Brevard Federation of Teachers.

CI. Program Process Steps

1. Employees must complete the Tuition Assistance application form and submit the form to the Office of Professional Standards & Labor Relations. Upon receipt of application the employee shall receive written notification that the application has been received. Application for participation in the program must be received by 4:00 pm on the last workday in June of each year.
2. Employees must complete their classes by June 30, 2024 and verify successful completion with the following sent to the Office of Professional Standards & Labor Relations:
  - a. **Official, sealed transcripts** from an accredited institution of higher education (no unofficial transcript downloaded from the web page will be accepted). These transcripts must be received by July 31, 2024.

**AND**

- b. Amount(s) paid for coursework must be verified for assistance under the rules of the program with receipts from the institution of higher education. An Account Summary/Account Ledger, check copies, debit/credit payment copies are not acceptable. **The receipt must show the name and number of the course, the number of credit hours, the dollars paid for tuition only and the fees must be shown separately.**
3. Employees will receive tuition assistance on a **first verified, first-applied basis until all monies are expended.** Payment will be by November 15, 2024 due to the delay in the scores for the Summative Part 2 of the evaluation.
4. An appeals process for any facet of the tuition assistance program will be in place and not subject to any grievance procedure. To appeal a decision made in program administration, the individual must put in writing his/her case to the Committee in care of the Director of Professional Standards & Labor Relations and the President of the Brevard Federation of Teachers for review and final decision.