

**EMPLOYEE TUITION ASSISTANCE PROGRAM
FOR EMPLOYEES COVERED BY THE CONTRACT**

BETWEEN THE BOARD AND THE IUPAT, District Council 78 – Local 1010

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 International Union of Painters and Allied Trades, District Council 78 – Local 1010 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 E.

Employees covered by the previously mentioned contract are those employees in the core 1010 group (office clerks, teacher assistants, instructional assistants, bus drivers, maintenance employees, bookkeepers). The professional/technical hourly group comprises (administrative secretaries, computer operator, data control specialists, training custodians, educational interpreters, payroll clerks, assistant shop foremen). The professional technical salaried group contains (Safety Officer, Security Specialist, Computer Programmer, Internal Auditor, Certification Specialist).

For a complete listing of employee types contained in the different salary schedules, please consult the 1010 contract, Article 1 – Recognition on the BPS Website under Departments/Labor Relations.

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 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 at an accredited institution of higher learning;
5. Supervisors must sign and verify employee’s eligibility for tuition assistance based on the criteria for the employee’s group;
6. Applicants may receive tuition assistance provided by the program for courses in which they receive a grade of A or B;
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 the coursework due **3:00pm on Wednesday, July 31, 2024.**
8. There is no assistance for books, supplies, lab fees or other incidental expenses.

B. Support Personnel may apply for tuition assistance for coursework or training which:

1. Provides enhanced training in one’s current position for promotion or
2. Cross-trains into district-targeted employment areas (that is, areas where it is difficult to find employees).
3. Provides a General Equivalency Diploma (GED).
4. Automotive Service Excellence (ASE) tests and/or re-certification test – if the employee takes and passes any of the ASE tests and/or re-certification test, the district will pay for the registration and up to five tests or re-certification cost when the employee provides the district with copies of the passed ASE test or re-certification certificates.
The covered tests are: Automobile Test, Medium/Heavy Truck Test, Collision Repair and Refinish Test, School Bus Test, and Parts Specialist Test.

C. Administrative/Executive/Professional Personnel whose job type falls in the professional/technical salary schedule may apply for tuition assistance for coursework or training related to:

1. Advance degrees beyond the Master's level for the administrative personnel.
2. Advance degrees beyond the Bachelor's level for executive/professional personnel.
3. Specialized certification required in technology areas.

CI. Budget 2023-2024

Eligible participants in the Local 1010 bargaining unit may earn tuition assistance as negotiated between the Board and Local 1010. The maximum amount of program dollars for all employees in the bargaining unit is \$30,000.00. **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 assistance will be given until additional funds become available through a negotiated agreement with the IUPAT, District Council 78 – Local 1010.

E. 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 the 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 the accredited institution of higher education (no unofficial transcript downloaded from the web page will be accepted).
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 and the dollars paid for tuition only and the fees must be shown separately.**
3. Employees receive tuition assistance on a first verified, first-applied basis until all monies are expended by November 15, 2024.
4. An appeals process for any facet of this 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 Director of Professional Standards & Labor Relations and the Chief Negotiator for IUPAT, Local 1010 for review and final decision.