

EMPLOYEE TUITION ASSISTANCE PROGRAM

FOR

NON-BARGAINING EMPLOYEES

Goal of Program: To offer a Tuition Assistance Program for the 2023-2024 academic year. The following information is provided to assist employees in the non-bargaining unit 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 in order to receive tuition assistance;
3. Must be performing at a Professional Level on all indicators on the most recent evaluation for those employees evaluated on the Leadership Appraisal System or;
4. Must be performing at an Effective level on all indicators on the most recent evaluation for those employees evaluated on the Support Appraisal System;
5. The District shall reimburse up to \$200 per semester credit hour for up to six (6) semester credit hours of academic credit per year at an accredited institution of higher education for an Associate's and/or Bachelor's degree work;
6. The District shall reimburse up to \$400 per semester credit hour for up to six (6) semester credit hours of academic credit per year at an accredited institution of higher education for master's or specialist degrees.
7. Doctoral degrees are paid at a maximum of six (6) semester credit hours at \$400.00 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;
8. Supervisors must sign and verify employee's eligibility for tuition assistance based on the criteria for the employee's group;
9. 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 **July 31, 2024**;
10. There is no assistance for books, supplies, lab fees or other incidental expenses.

B. Non-bargaining personnel as defined on the non-bargaining Salary Schedule may apply in writing for tuition assistance for coursework leading to:

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. A college degree in a field related to the employee's current assignment with the district or prepares the employee for advancement within the district.

C. Budget 2022-2023

Eligible non-bargaining participants may earn tuition assistance as approved by the School Board of Brevard County. The maximum amount of program dollars for all employees in this unit is \$15,000.00. **These monies will be expended 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 and have been expended, no further assistance will be given until additional funds become available through an approved budget item by the School Board of Brevard County.

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 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 of the course, the number of credit hours and 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.
4. An appeals process for any facet of this 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 for review and final decision.