



Superintendent's Circular

School Year 2015 - 2016

NUMBER:
HRS-PP3

DATE:
October 21, 2015

TUITION REIMBURSEMENT BTU and Administrative Guild Members

The Boston School Committee (BSC) has agreed to several programs that allow for reimbursement of tuition costs to eligible collective bargaining unit members in exchange for a commitment of continued employment.

Boston Teacher Union Member Eligibility:

Permanent teachers who are not eligible for a career award and who commit to three years of continuous employment in the Boston Public Schools will be reimbursed for tuition expenses accrued in a given school year. Payment will not exceed \$1,000 per teacher per school year.

Per agreement between BSC and BTU Provisional teachers will be eligible for a tuition reimbursement payment not to exceed \$500 per school year.

This definition of eligibility is explicitly meant to include those employees who are in job titles that are compensated based on Group I or Group II of the BTU salary schedules.

Paraprofessionals

Per agreement between BSC and BTU, all paraprofessionals who have completed five or more years of full-time service as of the end of the prior school year will be entitled to tuition reimbursement of up to \$1,000 a year for approved college courses.

Per agreement between BSC and BTU, all paraprofessionals who have completed more than three years of full time service as of the end of the prior school year will be entitled to tuition reimbursement of up to \$500 a year for approved college courses.

Administrative Guild Member Eligibility:

To be eligible to receive tuition reimbursement, members of the Administrative Guild must have served at least one full school year commencing on September 1 prior to the year in which the tuition reimbursement application is filed.

Eligible Courses:

All coursework must be approved by the Assistant Superintendent of Human Capital (or designee), consistent with the current policy. Further, eligible courses for school year 2015 -2016 are courses that begin anytime from September 1, 2015 through August 31, 2016.

Courses that meet the criteria established for Salary Lane Advancement as articulated in Superintendent's Circular HRS-PP will be considered eligible for tuition reimbursement.

BTU: In addition, certain courses in specialized reading systems for learning-disabled students (i.e. Orton-Gillingham) and certain courses leading to certification in technology disciplines will be considered eligible for reimbursement.

Application Process:

In order to receive tuition reimbursement payments, eligible employees must submit:

- **A signed Form PS-03** (Personnel Action Request Form). In the "Pay Adjustment" category, place a check mark in the tuition reimbursement block.
- **Sign and date the form** in the "Originator's Signature / Date" block.
- **BTU: A signed affidavit** agreeing to three continuous years of employment with the Boston Public Schools. A copy of the affidavit is attached to this circular. An affidavit is not required for members of the Administrative Guild.
- **Official Original Transcripts** clearly indicating a passing grade and graduate credit was awarded from an accredited institution. Undergraduate course work is accepted for paraprofessionals and Administrative Guild members.
- **Documentation of tuition payment.** This documentation may be in the form of a receipt of payment, or a credit card statement indicating that payment was made to the institution from which courses were taken and credit was granted.

Submit all materials to:

Office of Human Capital Operations
Boston Public Schools
2300 Washington Street
Roxbury, MA 02119

Payment of Tuition Reimbursements

The Office of Human Capital will make every effort to issue Tuition Reimbursements within 60 days of receipt of all required application documentation as listed above.

Summary of significant dates and deadlines:

Date	Activity
September 1	Start of reimbursement year
September 30	Deadline for submitting Tuition Reimbursement documentation to be processed for the previous academic year.
August 31	End of reimbursement year

For more information about this circular, contact:

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Department:	Office of Human Capital
Mailing Address:	Bruce C. Bolling Building, 2300 Washington Street, Roxbury, MA 02119
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Tommy Chang, Superintendent

AFFIDAVIT FOR BTU Members

I hereby agree to continue my employment with the Boston Public Schools for three continuous years from the date of receipt of tuition reimbursement payment in the qualifying amount of \$500 or \$1,000.00. All course work must be approved by the Assistant Superintendent of Human Resources, consistent with current policy, prior to my reimbursement of monies. If I fail to continue my employment for three continuous years, I agree to reimburse the Boston Public Schools for the entire amount of \$500 or \$1,000.00 within one month of my discontinuance of service with the Boston Public Schools. Failure to do so will result in initiation of legal action by the Boston Public Schools to receive said monies.

Check one:

- I am a Permanent Teacher entitled to \$1,000
- I am a Provisional Teacher entitled to \$500
- I am a Paraprofessional with 3- 5 years of service entitled to \$500
- I am a Paraprofessional with more than 5 years of service entitled to \$1,000

Signed under the pains and penalties of perjury.

Signature

Print Name

Date