

GRADUATE STUDY REIMBURSEMENT FOR EMPLOYEES IN CATEGORIES OF DIRECTORS, COORDINATORS, MANAGERS, TEACHERS, THERAPISTS, AND NURSES.

When in the judgment of the Executive Director, the course for which reimbursement is requested will make a meaningful contribution to a more effective performance of the duties to which the Director, Coordinator, Manager, Teacher, Therapist, or Nurse is assigned, then such reimbursement shall be granted.

Courses must be completed with a grade B or higher. If a lesser mark is received and the staff member desires, extenuating circumstances may be explained to the Executive Director for his/her consideration. Courses and institutions must have prior approval of the Executive Director at least fifteen (15) days prior to the start of the course, if possible. Graduate study reimbursement for Directors, Coordinators, or Managers is payable in one lump sum on either the second payday in September or the second payday in March, whichever most closely follows the completion of the course. Graduate study reimbursement for Teachers, Therapists, or Nurses is payable in one lump sum in the last paycheck in June. Staff member must submit an official grade report or an official transcript from the approved course and a copy of the bill for tuition fees. The amount of the reimbursement shall be equal to the cost of tuition and fees (excluding books) incurred for the course or a ratio of these costs if the total reimbursement request exceeds the maximum pool. It is mandatory that an employee be on the staff at the time of payment in order to receive any of the above reimbursements.

Tuition reimbursement for Directors, Coordinators, and Managers will be based on a maximum pool of \$6,000 allocated from the fund balance.

Tuition reimbursement for Teachers, Therapists, Nurses and School Based Managers will be based on a maximum of 50% of tuition to a maximum of 30% of the UCONN graduate tuition rate for a course with the same number of credits. The funds will be allocated from fund balances in programs employing Teachers, Therapists and Nurses.

Policy Adopted: September 9, 1993

Policy Amended: February 16, 1995

Policy Amended: January 8, 1998

Policy Amended: February 12, 1998

Policy Amended: May 10, 2001

Policy Amended: February 14, 2008

Policy Amended: February 14, 2013

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