

NORTH COUNTRY UNION HIGH SCHOOL DISTRICT

PERSONNEL

POLICY NO. D.18

D.18 TUITION REIMBURSEMENT POLICY FOR SUPPORT STAFF PERSONNEL

As an educational institution, North Country Union High School/North Country Junior High School recognizes the value of classroom work to enhance or improve a person's job knowledge so that he/she can better perform their duties and stay current with changes in methods, technology, etc.

In view of the above, North Country Union High School/North Country Union Junior High School will pay, in accordance with the Master Agreement, towards a seminar, workshop, course or courses for an individual, subject to the following conditions:

1. The seminar, workshop, and/or course(s) must be directly related to the individual's present job. If it is a course for credit, a B or higher must be obtained.
2. Prior permission is obtained from employee's immediate supervisor.

If a person is requested by management to take a course or courses related to the employee's present job, NCUHS/NCUJHS will pay the tuition and/or fees.

In both cases, the final approval will be made by the Superintendent and/or Business Manager and such decisions will be held non-grievable by the contract.

Adopted/Revised:

Adopted: November 19, 1991
Reviewed: February 3, 1992
Revised: December 5, 1995