

## Support Staff Reimbursement (excluding Nurses)

The district encourages job skills development among the support staff. The district will budget \$5,000 that will be used to reimburse support staff employees for up to \$400 for the work year. If the total requested amount for all eligible support staff employees exceeds \$5,000, the reimbursement amount will be pro-rated for each individual. An employee is eligible for consideration if the following conditions are met:

1. The training is directly related to job responsibilities to include CPR training/recertification and for Instructional Assistants to maintain the state of Missouri substitute certificate of license to teach as required by DESE or the district. Substitute certification reimbursement will be provided to current employees only and not for the initial DESE certification. Reimbursement will be for the DESE application fee only.
2. The training is approved **in advance** by the Superintendent, or his or her designee. You can find the **Support Staff Pre-Approval for Tuition Reimbursement** form [here](#) (Reimbursement for the required DESE substitute certificate fee does **NOT** require preapproval.)
3. The training has been completed with a mark of satisfactory or a grade of not less than a "B". (Once training or renewal of your substitute certificate has been completed, you will submit the **Support Staff Request for Tuition/Substitute Certification Reimbursement** form which can be found [here](#). You'll need to provide a copy of the grade and paid invoice.)

## NURSES

The District shall budget at least \$2,000 for tuition reimbursement for college courses taken in health and medical related fields or working toward a higher degree in a health or medical related field. The following guidelines will be used for distribution for tuition payments:

1. The District will provide reimbursement for up to 3.0 hours of graduate credit annually for a full-time employee. Nurses who attain National Board Certification will be reimbursed for the test fee.
2. When the annual budget allocation is not sufficient to fund all requests received within a fiscal year, the funds will be divided equally among those who have applied, as long as the reimbursement does not exceed the allowable amount for the cost of three credit hours at the University of Missouri-Columbia.

3. To be eligible for reimbursement, the employee must be a member of the District prior to enrollment and at the time of reimbursement. When making an application for reimbursement, eligible staff members will present (1) a transcript and grade report showing the grade earned, and (2) a receipt indicating the amount paid to the college or university. Pass/Fail courses will **NOT** be reimbursed. A minimum grade of B must be earned for reimbursement.
4. For eligible courses completed between January 1 and December 31 of a calendar year, employees must submit the specified Tuition Reimbursement form for a request for reimbursement. Transcripts and paid tuition receipts must accompany the application for reimbursement. Application must be received by January 31 in the calendar year following completion of the course(s) in order to be considered for reimbursement. Reimbursement shall be the actual catalog cost of an eligible course, not to exceed the maximum credit hour cost at the University of Missouri-Columbia. If all documentation is submitted by this deadline, payment/reimbursement for these classes taken between January and December of the previous year will be issued in February. **Support Staff Request for Tuition/Substitute Certification Reimbursement** form which can be found [here](#).