



Superintendent's Circular

School Year 2011-2012

NUMBER:
HRS-PP3

DATE:
September 1, 2011

TUITION REIMBURSEMENT FOR BTU MEMBERS

The Boston School Committee and the Boston Teachers Union have agreed to a program that allows for reimbursement of tuition costs to eligible members of the Boston Teachers Union in exchange for a commitment of continued employment.

Permanent Teachers:

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 \$500 per teacher per 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.

Eligible Courses:

All coursework must be approved by the Assistant Superintendent of Human Resources consistent with current policy. Further, eligible courses for school year 2011 -2012 are courses that begin anytime from September 1, 2011 through August 31, 2012.

Courses that meet the criteria established for Salary Lane Advancement: Course Credits for BTU Personnel as articulated in Superintendent's Circular HRS-PP1 Salary Lane Advancement: Course Credits for BTU Personnel, will be considered eligible for tuition reimbursement.

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.

Paraprofessionals:

Effective September 1, 2007, 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 \$500 a year for approved college courses.

Employees who meet all eligibility requirements may apply for tuition reimbursement for courses taken prospectively from the date of permanent appointment. Eligible courses for school year 2011 - 2012 are courses that begin anytime from September 1, 2011 through August 31, 2012.

All coursework must be approved by the Assistant Superintendent of Human Resources consistent with current policy.

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.
- **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.
- **Official Original Transcripts** clearly indicating that graduate credit was awarded.
- **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.

The materials should be submitted to:

Arlene Witt
Office of Human Resources
Boston Public Schools
26 Court Street, 3rd Floor
Boston, MA 02108
Phone: 617-635-9623
Email: awitt@boston.k12.ma.us

Payment of Tuition Reimbursements

Tuition Reimbursements will be issued within 60 days of the receipt by the Office of Human Resources of all required application documentation as listed above. (Please note that permanent teacher reimbursement requests from school year 2010 – 2011 may still be submitted using the same procedures outlined herein.).

For more information about this circular, contact:

Name:	Arlene Witt
Department:	Human Resources
Mailing Address:	26 Court Street, Boston, MA 02108
Phone:	617-635-9623
Fax:	617-635-7957
E-mail:	awitt@boston.k12.ma.us

Carol R. Johnson, Superintendent

AFFIDAVIT

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 amount of \$500.00. 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 \$500.00 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.

Signed under the pains and penalties of perjury.

Name

Date