

Regulation Number 5150

Policy _____

**WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES**

ADMINISTRATIVE REGULATION

**PROCEDURES FOR OBTAINING REMUNERATION FOR
ADDITIONAL CREDITS, DEGREES OR INSERVICE CREDIT**

ELIGIBILITY: Remuneration is available for additional credits or degrees obtained after initial employment in accordance with the applicable Negotiated Agreement.

PRIOR APPROVAL: For each of the following circumstances, written application must be submitted and approved by the District Superintendent prior to registration in the college course or program

Teachers:

1. Graduate coursework beyond permanent certification.
2. Inservice credit.

Teaching Assistants: Career Enhancement tuition reimbursement.

Service Related Personnel (SRP): Career Enhancement tuition reimbursement.

PROCEDURE: Complete and submit Request for Remuneration/Reimbursement form to the Human Resource Services Office with the following attachments:

- ✓ Prior approval letter from the District Superintendent (if required) as stated above;
 - ✓ Transcript (or copy) demonstrating successful completion of college course or degree;
- or-
- ✓ Certificate of completion for inservice credit;
 - ✓ Completed Claim Voucher (signed) and copy of tuition payment receipt for Career Enhancement or Administrative tuition reimbursement.

TIMELINES: Adjustments to salary are made each semester.
Fall: submit documentation prior to September 30 for credit to be granted retroactive to September 1.
Spring: submit documentation prior to January 31 for credit to be granted effective February 1.

COMPENSATION: Refer to appropriate Negotiated Agreement for specific benefit.

WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
(College Coursework or Inservice Credit)

REQUEST FOR REMUNERATION / REIMBURSEMENT

Employee Name:

Position:

Location:

I am requesting additional salary remuneration (or tuition reimbursement) for the following:
Please check:

<u>Course or Inservice Title</u>	<u>Issuing Institution</u>	<u># Hours</u>

Teacher / Teaching Assistant / School Nurse

<u>Degree Type</u>	<u>Issuing Institution</u>	<u>Completion Date</u>

Please attach:

- ❖ Prior approval letter from the District Superintendent (See Administrative Regulation 5150 for requirements);
 - ❖ Transcript (or copy) demonstrating successful completion of college course or degree;
- or -
- ❖ Certificate of completion for inservice credit;
 - ❖ Completed Claim Voucher (signed) and copy of tuition payment receipt for Career Enhancement tuition reimbursement.

Employee's Signature

Date