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.


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.

Approved / Revised: 8/2013
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:

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<th>Course or Inservice Title</th>
<th>Issuing Institution</th>
<th># Hours</th>
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Teacher / Teaching Assistant / School Nurse

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<tr>
<th>Degree Type</th>
<th>Issuing Institution</th>
<th>Completion Date</th>
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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;
- 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 __________________

8/2013