

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

REQUEST FOR REMUNERATION / REIMBURSEMENT

Employee Name:

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Position:

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Location:

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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>
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Teacher / Teaching Assistant / School Nurse

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

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.