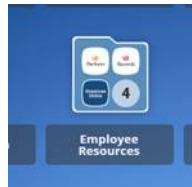


In accordance with the Collective Bargaining Agreement with CCSPA and the Salary Schedule:

20.16.1 & 2.7.10 Upon approval of the Superintendent or designee, the Board will reimburse each employee the actual amount of tuition paid, not covered by grants/scholarships, and not to exceed the resident tuition rate established by the Florida State Board of Regents for each semester hour taken in an area which may improve his/her overall value to the District. The determination of potential for improving the employee's overall value to the District is solely at the discretion of the Superintendent or designee. An employee must receive a grade of "C" or better to qualify.

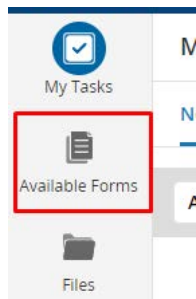
Locate the Employee Resources folder in ClassLink



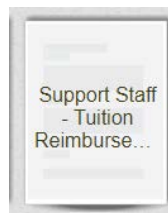
Log in to RECORDS (single sign on process)



Select Available Forms



Select Support Staff Staff – Tuition Reimbursement



Complete form, upload Pre-Approval form, Paid Account Summary and Final Grade(s), then SAVE FINAL

A screenshot of a web form titled 'SUPPORT STAFF - TUITION REIMBURSEMENT'. It features an 'ATTACHMENTS' section with three rows: 'Pre-Approval Form Signed by Supervisor', 'Paid Account Summary', and 'Final Grade(s)', each with an 'Upload a file' button. Below this is a workflow section with fields for 'Current User' (CATHERINE WARRAM), 'Date' (6/23/2020), and 'Signature'. A checkbox at the bottom reads 'I have read and accept the Electronic Signature Statement'. At the bottom of the form are buttons for 'CLOSE', 'PRINT', 'PRINT AS PDF', 'SAVE DRAFT', and 'SAVE FINAL'. A 'SUPPORT' icon is in the bottom right corner.