

## TUITION REIMBURSEMENT

Pursuant to the provisions of the respective labor contracts or compensation plans, the following categories of employees may be eligible for tuition reimbursement. Please e-mail any tuition reimbursement inquiries to [Pers\\_Tuition@dadeschools.net](mailto:Pers_Tuition@dadeschools.net) (preferred method) or you may call (305) 995-7039.

### **M-DCPS/UTD LABOR CONTRACT:**

#### **Certificated Employees**

All full-time certificated employees, including pool substitutes, but excluding Temporary Instructors and Interim Teachers, shall be eligible to receive tuition reimbursement payments for up to 12 graduate semester hours (or the equivalent in quarter hours) per year, from an accredited institution of higher learning at a rate not to exceed \$150 per semester hour up to a total of 36 graduate semester hours leading to an advanced degree in a subject field and/or Teacher Leadership Program, as established in Credential Payment guidelines.

#### **Paraprofessionals, Associate Educators, Computer Laboratory Specialists, Instructional Management Systems Specialists, Community Involvement Specialists, Interpreters for the Deaf and Hard-of-Hearing, and Family Intervention Specialists**

Tuition reimbursement is available to paraprofessionals who take college credit courses when such courses are part of a formal program leading toward a Bachelor's degree in education or when such courses strengthen professional skills and improve effectiveness in performance of paraprofessional duties. Paraprofessionals shall be eligible to receive reimbursement for tuition for a maximum of 12 undergraduate credits earned per fiscal year. Reimbursement shall not exceed \$100 per semester hour or the equivalent.

#### **School Security Monitors and School Resource Specialists**

Tuition reimbursement is available to School Security Monitors and School Resource Specialists who take college credit courses when such courses are part of a formal program leading towards a Bachelor's degree in education, psychology or counseling, criminal justice, or when such courses strengthen professional skills or lead towards certification as a law enforcement officer and improve the effectiveness of School Security Monitor duties. School Security Monitors and School Resource Specialists shall be eligible to receive reimbursement for tuition for a maximum of 12 undergraduate credits earned per fiscal year. Reimbursement shall not exceed \$100 per semester hour or the equivalent.

#### **Physical/Occupational Therapy Assistants**

Tuition reimbursement is available to Physical and Occupational Therapist Assistants who take college credit courses when such courses are part of a formal program leading to a degree and a license as a Physical and Occupational Therapist, provided the employee agrees to work with M-DCPS for at least three years after receiving his/her therapist certification. Physical and Occupational Therapist Assistants shall be eligible to receive reimbursement for tuition for a maximum 12 undergraduate credits earned per fiscal year. Reimbursement shall not exceed \$100 per semester hour or the equivalent.

#### **Office Employees**

Tuition reimbursement is available to office personnel who take college credit courses when such courses are part of a formal program leading toward a Bachelor's degree in education or in a critical staff shortage area or in a job-related area and when such courses strengthen professional skills and improve effectiveness in performance of employee's primary job assignment. Office employees shall be eligible to receive reimbursement for tuition for a maximum 12 undergraduate credits earned per year. Reimbursement shall not exceed \$100 per semester hour or the equivalent.

### **M-DCPS/AFSCME LABOR CONTRACT:**

#### **General/Labor, Craft, and Technical Employees**

The Education Assistance Fund has been created to provide tuition reimbursement to members of the AFSCME bargaining unit who meet the program criteria. To be eligible for tuition reimbursement, courses must be a part of a formal program leading to a certificate, diploma, Associate or Bachelor's degree and must strengthen job skills and improve effectiveness. Employees seeking an Associate's or Bachelor's degree shall be eligible for up to 12 credits per fiscal year. Reimbursement shall not exceed \$100 per semester hour or the equivalent.

**M-DCPS/DCSMEC LABOR CONTRACT:**

**Skilled Trades Employees (effective 10/01/96)**

The Education Assistance Fund has been created to provide tuition reimbursement to members of the DCSMEC bargaining unit who meet the program criteria. To be eligible for tuition reimbursement, courses must be part of a formal program leading to a diploma, certificate, an Associate or Bachelor's degree and must strengthen job skills and improve effectiveness in performance of the employee's duties. Employees seeking an Associate's or Bachelor's degree shall be eligible for up to nine credits per fiscal year. Reimbursement shall not exceed \$70 per hour or the equivalent.

**CLASSIFICATION AND COMPENSATION PLAN FOR CONFIDENTIAL EXEMPT PERSONNEL:**

**Confidential Exempt**

Tuition reimbursement is provided to Confidential Exempt employees for courses completed at accredited institutions of higher learning. To be eligible for tuition reimbursement, courses must be a part of a formal program leading to a Bachelor's or Master's degree, or must strengthen professional skills and improve effectiveness in performance of the employee's duties. Reimbursement shall not exceed \$130 per semester hour or the equivalent for up to 12 undergraduate or graduate credits per year.

**M-DCPS/FOP LABOR CONTRACT:**

**Miami-Dade County Public Schools Police**

The Educational Assistance Program has been created to provide tuition reimbursement to Miami-Dade County Public Schools Police members who meet the program criteria. To be eligible for tuition reimbursement, courses must be a part of a formal program leading to an Associate's, Bachelor's or Master's degree or Doctorate, and must strengthen professional skills and improve effectiveness in performance of the employee's duties. Employees seeking an Associate's or Bachelor's degree shall be eligible for up to twelve credits per year; those seeking a Master's or a Doctorate up to 9 credits per year. Reimbursement shall not exceed \$100 per semester hour or the equivalent.

**MANUAL OF PROCEDURES FOR MANAGERIAL EXEMPT PERSONNEL:**

**Administrative and Managerial Exempt Personnel**

Full-time administrators are eligible to receive tuition reimbursement payments for up to nine graduate semester hours (or the equivalent in quarter hours), per year, from an accredited institution of higher learning at a rate not to exceed \$130 per semester hour up to a total of 36 graduate semester hours leading to an educational specialist or doctorate degree in an area that improves the managerial skills of the administrator as related to teaching and learning.

**M-DCPS/DCSAA LABOR CONTRACT:**

**Professional/Technical Personnel**

Full-time professional/technical personnel are eligible to receive tuition reimbursement payments for up to 12 semester hours (or the equivalent in quarter hours), per year, from an accredited institution of higher learning at a rate not to exceed \$150 per semester hour. Tuition reimbursement shall be limited to Bachelor and graduate level courses that are required by a formal course of study leading to a degree. The course of study shall be directly related to the employee's primary job responsibilities. Also, with the approval, prior to registration, of the supervising administrator, tuition reimbursement payments may be made for the cost of a professional course or seminar offered by an accredited technical or professional institution. The course or seminar shall be directly related to the employee's primary job responsibilities. Such reimbursement shall not exceed \$500 in a fiscal year.