

Policy for Employee Education (Hourly) Plan

Purpose:

The mission of ISD 518 is to create pathways for “Educational Excellence for All Learners”. This policy is a step in the direction of putting “Excellence in Action” by investing in hourly employees’ pursuit of educational advancement. Our hope is that those individuals who already work in our district and want to go back to college, to become a teacher or other support person within the realm of education, would apply for this pilot program to help defer the cost of going back to school and incentivize them to stay in our district to support our ISD 518 school community.

- An hourly employee, along with their supervisor, may submit a written request to the DO to be considered for this incentive.
- Once the request has been approved the employee will have to submit acceptance letter, plan of study, and any financial supports outside of the school district that have been awarded.
- A request of up to \$3,000 annually or \$1,500 per semester may be requested in their desire to seek further education to receive a degree. A cap of total dollars per individual is \$10,000. The degree must be completed within four (4) years from the first class taken to receive a degree or the district would consider requiring reimbursement for stipends that have been provided (no guarantee to any position within the district for an employee).
- The incentive will be awarded based on proof of enrollment and number of credits taken. An example is if an individual takes one (1) class the award may be limited to 25% - 50% of the tuition for that class dependent on other financial aid that the employee might have qualified for outside of District 518.
- If an employee were to receive an incentive, they would be required to work for the district for at least one year after the year in which they receive the incentive. If the employee does not complete this requirement, they would be responsible for repayment of the incentive amount received from the district.
- This incentive would be considered reimbursement for tuition, books, or other educational expenses for the employee to obtain a college degree base on proof of enrollment.
- Incentives would be a one-time payment to the employee each semester or year depending on the employee’s educational plan.
- Employees will be required to receive a grade of B- or higher on their course work in order to avoid repayment of incentive or continued incentives.
- This program may be adjusted or changed to address items that may have been missed or not defined in the policy.
- Employees that have excessive absences or other performance concerns will not be eligible for the plan. Ineligibility would be determined based on the number of days gone from work such as the use of unpaid time and/or performance reviews.
- Consideration of funds provided to an employee would be based on the number of credits to assist in the determination of the amount awarded.