

ADMINISTRATIVE REGULATION

HISD-400.35

RE: Guidelines for Administration of Continuing Education Program

The Huntsville Independent School District Board of Trustees has established a Continuing Education Fund to provide financial assistance for employees who wish to continue their education, training, or enrichment through college course work, workshops, and seminars. There is a specific/limited budget allocated to fund this program. All applications will be considered/processed on a first come first serve basis during each application period. All applications are subject to review and approval by the Human Resources Director. The following guidelines will regulate the implementation of this program.

1. The District Employee Benefits Committee will serve in an advisory capacity when necessary as determined by the Director for Human Resources who shall serve as the administrator of the Continuing Education Program.
2. Application Procedures: All applications for grants under this program will be made to the Director of Human Resources on designated forms provided by that office.
3. Application Deadlines: The calendar for acceptance of applications and granting of awards is as follows:

<u>Time Frame</u>	<u>Application Deadline</u>	<u>Award Date</u>
Fall	August 1	August 15
Spring	December 1	December 15
Summer	May 1	May 15

Timely submission of applications is imperative. Exceptions to the time frame specified will be handled on a case-by-case basis.

4. Authorized Expenses:
 - a. College Courses – Tuition and required fees (excluding parking fees).
 - b. Training Workshops/Seminars – Registration fees.
 - c. Alternative Certification – Tuition and required fees
5. Payment Procedures: Payment of grant awards will be made on a reimbursement basis upon presentation of valid receipts for authorized expenses to the Director of Human Resources.
6. Limitation/Restrictions:
 - a. The maximum financial grant to any employee during a fiscal year will be \$1,000.
 - b. Exclusions: textbooks, parking fees, and travel expenses.
 - c. This fund is a secondary funding source for workshops/seminars. Only training workshops/seminars directly related to certification/licensure and/or one’s area of work will be considered.

7. Extended Service Requirement: Employees receiving funds under this program will sign a commitment of extended service statement which obligates them to continued service to the District or reimbursement of funds received.

Employees receiving: \$1000 or less for the year will commit to **one additional year** of employment with the District. If the employee resigns within the one year period, they shall be required to reimburse the District the total funds received. Reimbursement funds owed to the District will be deducted from the final check. If an employee is involuntarily terminated the obligation is forgiven.

8. Proof of Completion: Upon completion of any activity funded under this program, the participant must present to the Human Resources Office a transcript, a copy of the receipt showing payment for the course, a grade report reflecting minimum grade of C, or certificate of completion as proof of successful completion of the activity for which the grant was awarded. Reimbursement will not be made until proof of completion has been received. The completion items above must be submitted within **30 days** of course completion. Failure to do so within 30 days of completion of activity will void reimbursement of funds. Exceptions for late submission of reimbursement request will be considered on a case by case basis. The Human Resources Director's decision will be the final authority.

Adopted: 11/1988
Revised: 8/1993
Revised: 6/1995
Reviewed: 6/2004
Revised: 12/2009
Reviewed: 6/2012
Revised: 10/2012