

PROFESSIONAL STAFF DEVELOPMENT
PERSONNEL REGULATIONS

I. Professional Personnel: Out-of District Meetings/Conferences and Conventions

A. Application

Professional personnel interested in attending conferences shall submit the Travel Pre-Authorization/Reconciliation Form to their immediate supervisor no less than fifteen working days prior to the conference date. Priorities for conference and meeting attendance will be based upon identified needs. Additionally, the scheduling of conference and meeting attendance will be in a manner that does not disrupt the functioning of the school, the offices, or the classroom instructional program. The employee is responsible for their own conference/workshop registration and accommodations upon receipt of written approval, via the Pre-Authorization Form.

B. Expenses

It is the responsibility of the employee to maintain all receipts to be turned in with the reconciliation of the Pre-Authorization Form for reimbursement. Mileage reimbursement shall be at the current Internal Revenue Service (IRS) approved rate. If a county car is available and employee chooses to drive their own personal vehicle, no mileage reimbursement will be paid. Reimbursement will not be made for expenses in excess of those approved on the request form. Reimbursement requests should be in the Finance Office by the first working day of the month in order to be processed for payment that month. Meals will be reimbursed, not to exceed the posted per diem rates found at www.gsa.gov.

C. Reports

Any person receiving expense reimbursement from the School Board for attendance at an educational conference has the responsibility of sharing his/her experiences and new ideas with other members of the school division.

II. Professional Personnel: Tuition Reimbursement & Assistance Program

Madison County Public Schools is committed to assisting its personnel in earning endorsements or certifications when the staffing needs of the school division can be met by such assistance. Candidates for locally funded assistance will be evaluated and approved by the Assistant Superintendent.

All full-time employees and those part-time employees identified as eligible to participate in the Virginia Retirement System may participate in the tuition reimbursement program. For employees working less than full time, tuition reimbursement shall be prorated in accordance with the percent of employment specified in their contractual agreement. First priority shall be given to requests for tuition reimbursement for locally-identified critical need areas or locally-identified improvement areas.

A. Types of Assistance

1. a. Full reimbursement will be provided for the tuition for a credit course sponsored locally by Madison County Public Schools upon approval of the Superintendent.

Reimbursement amounts will not exceed the cost of the course. The cost of any and all fees, books or other materials, including travel, mileage, and lodging must be paid directly by the individual and is not eligible for reimbursement.

- b. Full reimbursement for tuition only for an extension credit course sponsored by a

neighboring school division upon approval of the Superintendent. Limit -- two three-hour courses within the five-year period unless an exception is granted for division-sponsored programs.

- c. A maximum of seven hundred dollars will be reimbursed for the tuition of a three-credit course when the course meets one of the following objectives:
 - i. meets requirements for the Collegiate Professional License
 - ii. meets endorsement requirements
 - iii. meets a locally-identified critical area or locally-identified improvement area for the Madison County Public Schools as determined by the School Board
 - iv. meets requirements for a Masters/ Doctorate Degree
 - v. meets occupational health or safety as it applies to their current position
 - d. Limit – two reimbursable three-hour credit courses within a five-year period. Student fees and textbooks are not reimbursable.
2. In special cases, where an employee does not meet Virginia Board of Education licensure, employees must seek approval from the Assistant Superintendent to take courses and receive tuition reimbursement within budgeted funds until such time as they meet license/endorsement requirements.
 3. Full reimbursement for tuition and fees whenever the Madison County School Division requests or requires an employee to take specified courses to meet the special needs of the school division or is directed for the purpose of improvement of performance. Specified courses shall be determined by the Superintendent or his/her designee.

B. Procedures

1. Formal application for tuition assistance must be filed on the “Application for Tuition Assistance – Course Approval” form and approval granted by the Assistant Superintendent prior to enrollment in a class.
2. Tuition charges must be paid for by the applicant upon registration for a course. Reimbursement shall be made upon successful course completion and the receipt of documentation that verifies the applicant received a passing grade and tuition charges were paid in full. Documentation should include:
 - a. Receipt of payment
 - b. Grade report or transcripts showing satisfactory completion (B- or better) of the course pass” in a pass/fail course.
 - c. Copy of the original Madison County Public Schools Application for Tuition Assistance – Course Approval_Form
 - d. Tuition for all locally-sponsored courses will be billed directly to the Madison County School Board. Should an applicant not successfully complete the course requirements with a grade of a B- or better, the applicant shall be billed for the tuition charge.

Reimbursement claim forms are to be submitted with all supporting documentation no later than thirty (30) days following the posting of grades by the institution offering the course.

3. With the Exception of courses that have been directed for the purpose of improvement of performance, the employee shall pay back any tuition assistance if the employee leaves within three (3) academic years following the academic year in which the funds were received according to the following schedule:
 - a. If the employee does not return to Madison County Public Schools by the employee’s choice

- in the first academic year following allocation of tuition reimbursement, the employee shall reimburse Madison County Public Schools one hundred percent (100%) of the funds reimbursed.
- b. If the employee does not return to Madison County Public Schools by the employee's choice in the second academic year following allocation of tuition reimbursement, the employee shall reimburse Madison County Public Schools sixty-seven percent (67%) of the funds reimbursed.
 - c. If the employee does not return to Madison County Public Schools by the employee's choice in the third academic year following allocation of tuition reimbursement, the employee shall reimburse Madison County Public Schools thirty-three percent (33%) of the funds reimbursed.
4. An employee placed under orders to serve on active duty with National Guard or a reserve component of the U.S. Armed Forces will be released from restitution requirements
 5. In the event that an employee suffers a medical issue that leaves them unable to continue working for the school division, then the school Board may release the employee from the agreement. The division may require documentation of such condition. This sub-section also applies in the case of a family member as defined by the Virginia Administrative Code, 8 VAC 20-460-40.
 6. An employee that does not meet either the military service or medical incapacity situations outlined above may still appeal the requirement for restitution of funds. The appeal can only be made after funds have been paid to the employee for reimbursement of tuition. The appeal for release is to be in writing. The superintendent shall make a recommendation to the School Board on approval/disapproval of the appeal.

Notes:

- *All tuition reimbursement is subject to availability of funds.*
- *An academic year is defined as a school term which begins July 1 and ends June 30.*

Revised: December 3, 2018
