CITRUS COLLEGE CLASSIFIED DEVELOPMENT
TUITION REIMBURSEMENT PLAN

Tuition Reimbursement is designed to encourage classified employees to obtain their bachelor’s, master’s or doctorate degree in order to improve their work performance; to broaden their opportunity for promotion; and to engage in study and related activities designed to retain and extend the high standards of the employee.

Implementation and continuation of the program will vary, and is dependent upon the availability of funds for Classified Development. Eligibility for the program is developed and approved by the Citrus College Classified Development Committee members. THIS PROGRAM IS NOT PART OF THE CLASSIFIED EMPLOYEES COLLECTIVE BARGAINING AGREEMENT.

A. Eligibility

1. Regular (permanent) classified full time employees and regular (permanent) 49 percent or more classified employees may apply.

2. Applicants must have completed a minimum of twenty-four months of employment during consecutive school years at Citrus College. The employee must be actively employed.

3. Employees participating in any other District funded development program(s), including Professional Growth and/or release time, are NOT eligible for this program.

4. Participation in this plan is limited to one full year (continuous enrollment) only, which may include summer school.

5. Employees who have participated previously in this tuition reimbursement plan are NOT eligible to reapply.

B. Application Procedure

The application form notifies the Classified Development Committee of an employee’s intent to participate in the program. The application submission is the initial step for an applicant to be considered for the program. The application shall include specific course descriptions, unit information, approximate cost, and written verification by the employee’s supervisor that the employee is not attending classes during work hours.

C. Committee Review Process

1. The Classified Development Committee will review and verify all completed applications submitted by the published deadline date. In order for an application to qualify, and be considered complete, official transcripts must be included.

2. All completed course work must be verified by official transcripts. All completed coursework requires a grade of “C” or better. NOTE: Only course work completed at a four year institutions accredited by the Western Association of Schools and Colleges will be reimbursed.

3. Participation in this program shall be based on availability of funds, with no more than eight (8) employees participating each year. Yearly awards are not to exceed 1/3 of the total Classified Development Budget.
4. Tuition reimbursement will be based on the eligibility of the applicant and on the successful completion of the requirements listed. The amount reimbursed will vary based on the yearly budget allotment. Disbursement will be in the form of an aggregate total based on the number of qualified applicants (not to exceed eight (8) qualified applicants) and the total allocated budget amount for the fiscal year.

5. Each employee selected for participation will be notified in writing by the chairperson of the Classified Development Committee.

D. Reimbursement Process

1. A request for reimbursement must be completed on a District requisition and presented to the staff development coordinator before any payment will be made.

2. Reimbursement for actual cost of tuition will be made to qualified employees up to $100 per verified unit completed.

3. Reimbursement is limited to tuition/instructional fees and materials only. Parking, health or other fees are NOT reimbursable.

E. Course Work

1. A maximum of 12 semester units will be reimbursed to each participant up to $100/unit (maximum $1,200).

2. Quarter units convert to semester units as follows: three quarter units equal two semester units.

Revised: 10/93, 3/95, 4/17/08, 2/5/2009, 1/31/14