



Superintendent's Circular

NUMBER:
HRS-PP03
Version 01

TUITION REIMBURSEMENT BTU AND ADMINISTRATIVE GUILD MEMBERS

*This circular will remain in effect unless rescinded or superseded
by a subsequent version.*

The Boston School Committee (BSC) has agreed to several programs that allow for reimbursement of tuition costs to eligible collective bargaining unit members in exchange for a commitment of continued employment.

BOSTON TEACHERS UNION MEMBER ELIGIBILITY

Permanent teachers who are not eligible for a career award and who commit to three years of continuous employment in the Boston Public Schools will be reimbursed for tuition expenses accrued in a given school year. Payment will not exceed \$1,000 per teacher per school year.

Per agreement between BSC and BTU, provisional teachers who have completed at least one year of service in the Boston Public Schools will be eligible for a tuition reimbursement payment not to exceed \$500 per school year.

This definition of eligibility is explicitly meant to include those employees who are in job titles that are compensated based on Group I or Group II of the BTU salary schedules.

ABA SPECIALISTS ELIGIBILITY

Per agreement between BSC and BTU, ABA specialists who have completed at least one year of service shall be eligible for tuition reimbursement of up to \$500 per year for approved college or graduate credits.

At three years of successful employment, ABA specialists will be eligible for tuition reimbursements of up to \$1,000 for approved college courses until they become eligible to receive their career award.

PARAPROFESSIONALS ELIGIBILITY

Per agreement between BSC and BTU, all paraprofessionals who have completed five or more years of full-time service as of the end of the prior school year will be entitled to tuition reimbursement of up to \$1,000 a year for approved college courses.

Per agreement between BSC and BTU, all paraprofessionals who have completed more than three years of full-time service as of the end of the prior school year will be entitled to tuition reimbursement of up to \$500 a year for approved college courses.

ADMINISTRATIVE GUILD MEMBERS ELIGIBILITY

To be eligible to receive tuition reimbursement, members of the Administrative Guild must have served at least one full school year commencing on September 1 prior to the year in which the tuition reimbursement application is filed.

Tuition reimbursement for members of the Administrative Guild

is capped at \$1,000 per member, per year.

ELIGIBLE COURSES

All coursework must be approved by the assistant superintendent of Human Capital (or designee), consistent with the current policy. Further, eligible courses for school year 2023-2024 are courses that begin anytime from September 1, 2023 through August 31, 2024. Courses that meet the criteria established for salary lane advancement as articulated in Superintendent's Circular HRS-PP01 will be considered eligible for tuition reimbursement.

The Boston Public Schools will only reimburse employees for the cost of the class itself and does include consultant or facilitator fees. Please send receipts of out-of-pocket payment directly from the institution in which your transcript was issued.

GUILD: All courses, certificate programs and job-related training must be approved by the assistant superintendent of Human Capital, consistent with current policy.

APPLICATION PROCESS

To receive tuition reimbursement payments, eligible employees must submit:

- **A signed Form PS-03** (Personnel Action Request Form). In the “Pay Adjustment” category, place a check mark in the tuition reimbursement block.
 - The PS03 form can be downloaded here:
https://drive.google.com/file/d/0B9Pn1K0-QB_FWTRJV2JaSDdNbEU/view?resourcekey=0-y7E5QNx7B_HmLeFHKLJauQ
 - Employees must sign and date the form in the “Originator’s Signature / Date” block.
- **BTU:** A signed affidavit agreeing to three continuous years of employment with the Boston Public Schools. A copy of the affidavit is attached to this circular. An affidavit is not required for paraprofessionals or members of the Administrative Guild.
- **Official original transcripts** clearly indicating a passing grade and graduate credit was awarded from an accredited institution. Undergraduate course work is accepted for paraprofessionals and Administrative Guild members. Electronic transcripts must be sent directly to the Office of Human Capital. Please send to
EmployeeServices@BostonPublicSchools.org

** Guild members are also eligible for completion of certificate programs.*

- **Documentation of tuition payment.** This documentation should be in the form of receipt for an out-of-pocket payment or a credit card statement indicating that payment was made to the institution from which courses were taken and credit was granted.

Submit all materials to:

Employee Services Department
Boston Public Schools
2300 Washington Street
Roxbury, MA 02119

PAYMENT OF TUITION REIMBURSEMENTS

The Office of Human Capital will make every effort to issue tuition reimbursements within 60 days of receipt of all required application documentation as listed above.

Summary of significant dates and deadlines:

Date	Activity
September 1	Start of reimbursement year
August 31	Deadline for submitting tuition reimbursement documentation to be processed for the previous academic year
August 31	End of reimbursement year

For more information about this circular, contact:

Owner:	Employee Services
Department:	Office of Human Capital
Mailing Address:	Bruce C. Bolling Building, 2300 Washington Street, Roxbury, MA 02119
Fax:	617-635-7957
Email:	employeeservices@bostonpublicschools.org

Mary Skipper, Superintendent

AFFIDAVIT FOR BTU (TEACHER) MEMBERS

I hereby agree to continue my employment with the Boston Public Schools for three continuous years from the date of receipt of tuition reimbursement payment in the qualifying amount of \$500 or \$1,000.00. All course work must be approved by the assistant superintendent of Human Capital, consistent with current policy, prior to my reimbursement of monies. If I fail to continue my employment for three continuous years, I agree to reimburse the Boston Public Schools for the entire amount of \$500 or \$1,000.00 within one month of my discontinuance of service with the Boston Public Schools. Failure to do so will result in initiation of legal action by the Boston Public Schools to receive said monies.

Check one:

____ I am a Permanent Teacher entitled to \$1,000.

____ I am a Provisional Teacher entitled to \$500.

Signed under the pains and penalties of perjury.

Signature

Print Name

Date

Witness signature: _____

BPS: BTU DUAL LICENSE REIMBURSEMENT FOR BTU

TEACHERS

Per the most recent Collective Bargaining Agreement effective from September 1, 2022, through August 31, 2024, (*the "CBA"*) where a position requires two licenses and the incumbent does not possess the same, educators will be required to obtain a second license. Teachers will be reimbursed for up to \$3,000 in expenses incurred to obtain the required second license.

BOSTON TEACHER UNION MEMBER ELIGIBILITY

Teachers who are required by BPS to obtain another license to teach in their existing position and do not currently hold the required license.

Per the CBA, BPS will reimburse teachers up to \$3,000 during their employment with BPS for the cost of obtaining another license required by BPS for the teacher's position, including but not limited to those working under a waiver or emergency license.

ELIGIBLE COURSES

Teachers shall be reimbursed for the following expenses incurred to obtain the required license:

- ***MTEL prep courses*** from a provider on a list established by the Office of Human Capital
- ***MTEL tests***
- ***Graduate coursework***¹

¹ Credit equivalency is not considered graduate course work

- ***License Fees***
- ***BPS Pathway Programs***

Reimbursements will be considered provided teachers submit receipts to the Office of Human Capital within the fiscal year that expenses were incurred.

This definition of eligibility is explicitly meant to include those employees who are in job titles that are compensated based on Group I or Group II of the BTU salary schedules.

APPLICATION PROCESS

To receive the Dual License reimbursement payments, eligible employees must submit:

- **A Google form response**
 - The Google form can be found here:
<https://docs.google.com/forms/d/e/1FAIpQLSf35H7BTypO0rLPZKgZRgKti3lQfbyRycfy0sgFaNi5lvHlIfA/viewform>
 - All submissions must include proof of payment.
- **A copy of the Dual Licensure Notice** informing the incumbent that their position will require two licenses going forward.
- **Documentation of expenses payment.** This documentation should be in the form of receipt for an out-of-pocket payment, or a credit card statement indicating that payment was made to the institution from which courses were taken and credit was granted. Documentation should be clearly dated.

Submit all materials [via Google form.](#)

PAYMENT OF DUAL LICENSE REIMBURSEMENTS

The Office of Human Capital will make every effort to issue Dual License reimbursements within 60 days of receipt of all required application documentation as listed above.

Summary of significant dates and deadlines:

Date	Activity
September 1	Start of reimbursement year
August 31	Deadline for submitting Dual License reimbursement documentation to be processed for the previous academic year
August 31	End of reimbursement year

For more information about this circular, contact:

Owner:	School Based Staffing
Department:	Office of Human Capital
Mailing Address:	Bruce C. Bolling Building, 2300 Washington Street, Roxbury, MA 02119
Fax:	617-635-9600
Email:	For additional questions, please submit an HR Inquiry Ticket via the Beacon. This can be found on Access Boston .

Mary Skipper, Superintendent