

Tuition Reimbursement

Per the Early Learning Classroom Support Compensation and Benefits Guide effective July 1, 2024.

The MCIU will reimburse full time Early Learning Classroom Support employees for the successful completion of job-related course work. This tuition reimbursement clause will be capped at \$30,000 total for the Head Start and Pre-K Counts programs each full year (July to June) and will be exhausted based on the order in which reimbursement requests are received by the Human Resources Office. This clause will be reviewed annually based on the number of the Head Start and Pre-K Counts Staff and the budget for the year.

Head Start Teaching Staff:

The MCIU will provide reimbursement for the first three (3) credit hours of approved Bachelor's Degree coursework in areas of early childhood or Special Education up to a maximum dollar amount of \$2,000. Additionally, the MCIU provide reimbursement for the first three (3) credit hours of approved Master's Degree coursework in areas related to their work responsibilities up to a maximum dollar amount of \$1,500.

Early Learning Family Engagement Workers:

The MCIU will provide reimbursement for the first three (3) credit hours of approved Bachelor's Degree coursework in the area of social work or a related field up to a maximum dollar amount of \$1,000. Additionally, the MCIU will provide reimbursement for the first three (3) credit hours of approved Master's Degree coursework in areas related to their work responsibilities to a maximum dollar amount of \$1,500.

Early Learning Teacher Assistants:

The MCIU will provide reimbursement for costs associated with receiving and or renewing their CDA up to a maximum dollar amount of \$1,000. Additionally, the MCIU will provide reimbursement for the first three (3) credit hours of approved Associate's Degree coursework that leads to Early Childhood Education certification up to a maximum of \$1,000.

Early Learning Administrative Assistants:

The MCIU will provide for the successful completion of pre-approved job-related or organizationally relevant course work to a maximum annual dollar amount of \$1,000.

All tuition reimbursement must be pre-approved by the supervisor, the Head Start Program Director and the Human Resources Director (or designee). Requests for tuition reimbursement will be approved on a case-by-case basis. Relevancy will be determined by the Human Resources Director (or designee) and the decision will be final. The total amount of payment for the year shall not exceed the maximum approved by the Board.

Payment will be made for tuition only (not fees, books, or other charges). Funds will be dispersed if the final grade is an "A" or "B" or pass in a pass/fail course. Individuals must be employed when the course begins and ends to remain eligible for reimbursement; 10-month employees must return to active status in the fall to be eligible for reimbursement for summer courses.