

Jefferson Township Public Schools

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Dr. Kathaleen F. Fuchs
Superintendent of Schools

Donna M. Vander Ploeg
Coordinator of Human Resources

TO: ALL EMPLOYEES
SUBJECT: COURSE TUITION REIMBURSEMENT INSTRUCTIONS
DATE: August 7, 2009

For approval of graduate course work, course reimbursement, and salary advancement, please read carefully and direct any questions to Donna Vander Ploeg, Coordinator of Human Resources at xt. 5045 or 973-663-5787. **There are three forms that you will need. Below are instructions for each form.**

FORM 1 Application for Approval of a College Graduate Program:

MUST BE APPROVED BY SUPERINTENDENT PRIOR TO STARTING THE PROGRAM

Complete the form (white & blue), attach a description of your college program and return to Human Resources. You will get back a signed copy for your records. **Prior to starting each course you still need to complete a course approval form to receive reimbursement (FORM 2).**

FORM 2 Request for Course Approval and Reimbursement (Tuition Only):

This form **MUST** be approved by the Superintendent **PRIOR TO THE START OF A COURSE**

Proof of payment for this course must be submitted to Human Resources. Proof of payment may be submitted as soon as available. ***Remember- Reimbursement is for tuition only - NO FEES.**

Please read the attached memo from Mr. Joseph Kraemer regarding the reimbursement time line.

Instructions for this form are located on the reverse side of the form. **DISREGARD the 'First come-First served' notation.** Complete items 1 through 8. Item #7 is only checked 'yes' if you are in a program approved by the Superintendent of Schools, i.e., Masters or Certificate Program. Upon completion of a course, submit a copy of your grade report **no later than 120 days after the course has ended. Please make sure the assigned course # and your name are on any documents submitted to Human Resources.**

*******Failure to identify your documents may result in your reimbursement being delayed.**

FORM 3 Application for Advanced Salary Placement:

This Application can be submitted after July 1 of each school year. Advanced salary placement takes place once each year at the November Board Meeting, **retro to September 1st of each school year.** These applications **must be submitted by November 1st to be eligible for movement.** You must submit a separate application for each step you are moving to. Please read **Article 31 E. of the Agreement (2006-2009).**

Complete all information on page 1. Complete the top section of page 2, starting with your BA degree, sign and return **BOTH WHITE AND YELLOW COPIES** to Human Resources. You will get the white copy back for your records at the time your salary adjustment contract is issued. You must have an **OFFICIAL COLLEGE TRANSCRIPT** sent to Human Resources for all courses listed on page 1.

*******To assist in accurately processing your courses, once your course has been approved and assigned an approval number, please make sure that number is on all documents sent to Human Resources.** For more information on Educational Improvement, please refer to the (2006-2009) Agreement between the Jefferson Township Board of Education and the JTEA Article 31 pages 37 and 38.