



# Jefferson Township Public Schools

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**Heather Racansky**  
Coordinator of Human & Public Relations

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Human Resources Secretary

## Course Reimbursement

To apply for course reimbursement, you must follow the following procedure:

Complete a course reimbursement application and submit the application to Heather Racansky in Human resources along with a course description. The application must include:

- Name of the College or University
- Course Number and Course Title.
- An exact Start and End date. Applications stating “when I finish” or “self-paced” will be denied. Your due date for documentation is calculated at 120 days from the end date on your application.

Completed applications may be sent via email ([hracansky@jefftwp.org](mailto:hracansky@jefftwp.org)) or interoffice mail (Central Office, Attn: HR).

All courses require superintendent approval *prior to registering for the course* (per the JTEA Collective Bargaining Agreement, Article 31).

When all the required documents have been completed and received, your course request will be assigned an approval number and is forwarded to Mrs. Howe for final approval. You will be notified via email when your application is processed.

- Keep this email handy. It contains your approved application(s), approval number, and due date for documentation.
- Your documentation due date is firm. Mark it on your calendar.

All documentation (invoice, grade) must reference the approval number or it will be returned.

After you’ve registered for your course(s), please send a copy of the paid invoice to Heather Racansky. Note that you are only reimbursed the fee for the course, not any additional fees imposed by the educational institution.

Once you’ve completed the course, please forward a grade report that reflects FINAL grade. Official transcripts are not necessary for Course Reimbursement.

**Please send documentation in a timely manner. Documents received after the due date**

**listed on your approved application will be rejected and you will not be reimbursed.**

The Course Reimbursement schedule is as follows:

Semester	Course End Date	Board Meeting Approval:	Checks Issued by:
Summer	Between July 1 – August 31	January	February
Fall	Between Sept 1 – December 31	May	June
Spring	Between January 1 – June 30	November	December

*For the complete negotiated agreement for course reimbursement, please refer to Article XXXI “Professional Development and Educational Improvement” of your Collective Bargaining Agreement. Language pertinent to Course Reimbursement is below:*

**ARTICLE 31  
PROFESSIONAL DEVELOPMENT AND  
EDUCATIONAL IMPROVEMENT**

A. As an incentive for furthering education, the Board will provide the following plan.

1. There will be an annual pool of \$80,000 in 2021-2022, \$80,000 in 2022-2023, and \$80,000 in 2023-2024, and \$80,000 in 2024-2025 for JTEA course reimbursement.

Distribution shall be as follows.

a. The first third of the pool will be applied to all approved courses which are completed during the period of July 1st through August 30th (summer courses).

Any unused portion of the pool will be carried over to subsequent periods.

The second third of the pool, plus any additional carryover from the first third, will be applied to all approved courses which are completed during the period of September 1st through December 31st (fall courses). Any unused portion of the pool will be carried over to the subsequent period.

The final third of the pool, plus any additional carryover from the previous two thirds, will be applied to all approved courses which are completed during the

period of January 1st through June 30th (spring courses).

Any unused portion of the pool will not be carried over to the next school year’s pool.

b. To determine the per credit reimbursement amount for the staff member, each of the three pools of money shall be divided by the number of credits completed during the particular period by all staff members. In all three pools of money, if the per credit amount calculated in that pool exceeds the actual cost per credit for a

particular course, the calculated amount above that cost shall be equally divided among credits for other courses in that pool that did not receive full reimbursement per credit.

c. No staff member shall be reimbursed per credit more than they actually had to pay the educational institution per credit.

2. To be eligible for course reimbursement, a staff member must have the written approval of the Superintendent prior to enrolling in a course.

3. All credits shall be taken in traditional college graduate courses approved by the Superintendent. The following may not be approved: correspondence, weekend, TV/Video, Teacher-to-Teacher (consortium), non-traditional collegiate level graduate courses. The Superintendent may approve Internet courses following an assessment of the official course description and/or syllabus published by the sponsoring institution of higher learning.

4. In order to receive reimbursement for any courses taken pursuant to the Superintendent's approval, the employee must receive a grade of "B" or better.

5. The above provisions shall also apply to the secretarial staff, instructional aides, custodial and maintenance personnel, bus drivers and food service personnel, and job coaches as it relates to their present assignment.

B. Summer courses taken by teachers shall be reimbursable only if the teacher returns to Jefferson Township the following school year.

C. A request for reimbursement must be submitted, along with the original grade report, within 120 days from the date of completion of course to receive reimbursement.

[ . . . ]

J. Effective July 1, 2010, any employee that leaves the district, within 12 months of completing a course for which they received tuition reimbursement, will be required to repay the Board 100% of the tuition reimbursement received for that course. If the Board forces the employee to leave, i.e. layoff or termination, the employee shall not be required to repay the Board.

K. Effective July 1, 2012, any employee that leaves the district, within 24 months of completing an administrative course for which they received tuition reimbursement, will be required to repay the Board 100% of the tuition reimbursement received for that course. If the Board forces the employee to leave, i.e. layoff or termination, the employee shall not be required to repay the Board.

If you have any questions, please reach out to Human Resources.