

Spectrum Charter School

Board of Trustees

Tuition Reimbursement Policy

Subject to the availability of funds as determined by the Board of Trustees, full-time Spectrum Charter School (the "Charter School") employees may be eligible for tuition benefits upon completion of four (4) years of continuous employment at the Charter School prior to the time of course enrollment. Tuition benefits consist of a per person maximum reimbursement for tuition expenses for eligible courses up to \$2,625 per semester/\$5,250 per school year (July 1st to June 30th). A request to be eligible for tuition reimbursement must be made by May 1st of each year (prior to the year for which reimbursement will be made) for budgeting purposes. The CEO at his/her/their discretion must approve the reimbursement.

Tuition reimbursement is a benefit for those programs that directly relate to an employee's current position and job responsibilities. The employee must enroll in courses that are part of an accredited degree or certification program and the course must align with the mission, strategic priorities, and needs of the Charter School. If the CEO determines that a course does not meet this criterion, then the employee will not be eligible for tuition benefits for that course.

Tuition benefits are awarded on a first-come, first-serve basis. If too many requests are made in a school year and there are insufficient funds to satisfy each request, the CEO will determine who can access the tuition benefit program at his/her/their discretion. The decision will be based on needs of the school, seniority and/or work performance and will not be made on the basis of an employee's race, color, religion, age, sex, pregnancy, childbirth, national origin, ancestry or place of birth, disability, marital status, gender identity or expression, familial status, military/veteran status, genetic information, or any other characteristic or class protected under federal, state, or local law.

To receive reimbursement, up to the above maximum stated rate, for an approved course, the employee must achieve a grade of "C" or higher. If the course is a "Pass/Fail" course, a "Pass" is acceptable, provided a letter grade was not offered for the course. Employee shall not be eligible for reimbursement should employee receive a grade below a "C".

Provided employee is eligible for tuition reimbursement, the reimbursement request meets all requirements of this Policy, and such reimbursement funds are available, the Charter School will issue the tuition reimbursement for which employee is eligible under this policy within sixty (60) days of submission of all required documents, including the grade earned for the eligible course. Should employee separate from the Charter School for any reason, except due to a reduction in force, before the expiration of the sixty (60) day period or the receipt of such tuition reimbursement, whichever occurs first, employee shall not be entitled to such tuition reimbursement. If employee leaves employment for any non-retirement reasons:

1. Before or on one (1) full year after reimbursement, the employee must repay the Charter School 100% of tuition reimbursement for all previous years.
2. Before two or on (2) full years after reimbursement, the employee must repay the Charter School 80% of tuition reimbursement for all previous years.
3. Before three or on (3) years, the employee owes the Charter School fifty percent (50%) of tuition reimbursement for all previous years.
3. Before or on four (4) years, the employee owes the Charter School twenty-five percent (25%) of tuition reimbursement for all previous years.
4. Before or on five (5) years, the employee owes the Charter School ten percent (10%) of tuition reimbursement for all previous years.
5. After five (5) years, the employee owes zero (0%) of tuition reimbursement.
6. If an employee leaves through retirement before or three years after reimbursement, the employee must repay the Charter School fifty (50%) of tuition reimbursement received in the employee's last year of employment, with prior years being forgiven.

This benefit can be changed at any time at the discretion of the Board of Trustees.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.

ADOPTED this 19th day of September, 2023

Michele M. Gutman
President

[Signature]
Secretary