



OGDEN PREPARATORY ACADEMY

Official Policy

6. Human Resources

6.03.POL Tuition Reimbursement Policy

Effective/Revision Date: 02/22/2018

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PURPOSE

Ogden Preparatory Academy (the School) believes that the School and its students benefit when employees develop and improve their knowledge and skills. Obtaining additional education can increase teaching abilities and professional competence. The School therefore desires to identify the conditions upon which the School is willing to reimburse School employees for tuition paid in order to obtain education that will improve their ability to serve the School and its students.

POLICY

The School may agree to reimburse tuition for School employees if the following conditions are satisfied:

1. The School has employed the employee for at least one (1) year, unless otherwise negotiated at the time of hire.
2. The employee is not currently on a plan of improvement.
3. The tuition is for courses that are either:
 - a. Job related, meaning the course will:
 - i. Result in increased knowledge and skill, is aimed primarily at improving the employee's performance in his/her present job or
 - ii. Will enable the employee to remain current with changes or developments in their field, or
 - iii. An elective that is part of a degree program that is job related.
4. The courses are taken at
 - a. Fully accredited Utah colleges or universities, either public or private.
 - b. A school providing training or instruction that is approved by the Utah State Board of Education.
5. Courses may be for credit or not.
6. Except in unusual circumstances and as approved by the Business Director and Principal, courses must be taken outside of regularly scheduled work hours.
7. Tuition reimbursement will only be provided when the employee obtains approval from the Business Director and Principal and enters into a written agreement prior to enrolling in the course.
8. The employee must agree to work at the School for a minimum of three (3) years following reimbursement of tuition. In the event of the employee's employment with the

School is terminated, voluntarily or involuntarily, for any reason, before the completion of three (3) years, the prorated portion of the reimbursed tuition must be repaid to the School based on the number of years worked for the School since the most recent reimbursement. In the event any amount is referred to a third party debt collection agency, the employee shall be responsible for a collection fee of up to 33.33% of the principal amount owed as allowed by Utah Code. The employee shall be responsible for any additional amounts allowed by law (such as interest, court costs, reasonable attorney's fees, etc.) incurred by the School in relation to the collection.

9. ~~Tuition reimbursement may be paid when the employee:~~
 - a. ~~Provides evidence of completion of the course with a passing mark of B or better.~~
10. ~~Provides an itemized receipt of the payment of tuition.~~
11. The School shall reimburse employees who pass any applicable Praxis exam. Praxis exam reimbursements do not require Tuition Reimbursement Agreements.

PROCEDURE

1. Employees interested in tuition reimbursement shall fill out the PD request form.
2. The Administrative Team will review tuition reimbursement requests and approve or deny each request.
 - a. Employee initiated tuition requests may be reimbursed up to \$2,500 per semester.
3. If approved, the employee shall enter into an agreement that details the expectations related to the reimbursement. The agreement will fulfill all the requirements detailed in the policy sections above, and may include specific, additional expectations unique to the circumstance.
4. The agreement may be revoked if any of the following occur:
 - a. Employment with Ogden Preparatory Academy is terminated, voluntarily or otherwise..
 - b. The employee is placed on a plan of improvement due to ineffective or unsatisfactory performance.
5. Tuition reimbursement may be paid when the employee:
 - a. Provides evidence of completion of the course with a passing mark of B or better.
 - b. Provides an itemized receipt of the payment of tuition.

Document History

Approved: 11/13/2013

Revised: 02/22/2018

Clarification between tuition and praxis requirements. Clarification to approval requirements. Collection language was added.

Legal References

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