

AMENDMENT TO BOARD POLICY 4350

Educational Reimbursement Program

(1) The Educational Reimbursement Program is a pilot program through the duration of this contract. The offering of the Educational Reimbursement Program is based on the determination of “cap” and that this program is intended as a neutral cost to the District when the Educational Reimbursement Program is offered to assist the District in achieving cap. It will be evaluated annually during the duration of the contract, and adjusted, if necessary, taking into consideration the achievement of cap, or constraints on the District budget. Any changes to this program shall be negotiated by the District and AFT/CDCT.

(2) The District will reimburse 100% of the enrollment fees, student body I.D. fee, and applicable health fees of permanent Child Development Teachers, their spouses and/or legal dependents to attend El Camino College under the conditions outlined in this policy.

(3) Eligibility:

In order for a Child Development Teacher, spouse, or legal dependents to participate in this program, the employee must:

- (a) Be in active paid status as of the first day of each semester; and
- (b) If on approved extended medical or disability leave:

- (1) Employee must submit a formal written request for reimbursement through the Exceptions Committee.
- (2) Spouse and/or Legal Dependents: may participate in the program as established in Section 1(a).

(4) Reimbursement:

The District will reimburse a regular Child Development Center Teacher up to a maximum of 36 unites per academic year, per participant, for each successfully completed (grades of A-D, or “credit”) course for applicable enrollment fees, health fees, and student body fees expended for courses taken by the employee, and/or his/her spouse and/or legal dependents at El Camino College. It is the responsibility of the employee to submit the appropriate “Educational Reimbursement Form” within 60 work days after the availability of semester grades for which reimbursement is requested.

(5) Deferment of Fees:

Fee deferment is available upon request through the Director of Fiscal Services for those employees who meet the Deferment criteria.

(6) Employee Reimbursement for Books:

Child Development Teachers may request reimbursement for required books through the appropriate Staff Development Program pending availability of funds, for employees only, for courses taken at El Camino College.

(7) Exceptions:

An Exceptions Committee comprised of two (2) AFT representatives and two (2) District representatives will review and make determinations regarding exceptions to this program. The Vice President of Student and Personnel Services, or designee, will serve as the chair of this committee, and may vote only in the event of a tie vote. Any decision of this committee is final and not grievable.

(8) Grievances:

This program is not grievable by a spouse or legal dependents of an employee.

(9) Fraud:

Any fraudulent misuse of this program by an employee, spouse, and/or legal dependents will result in the immediate and total loss of all rights and privileges regarding this program for the entire family and disciplinary and/or legal action may be filed in accordance with the provisions of this contract and according to State and Federal laws.