

AFSCME
PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES
OTIS, Custodians, Maintenance, Facilities, Transportation, and Food & Nutrition Employees

ADDITIONAL INFORMATION AVAILABLE ON THE HUMAN RESOURCES/BENEFITS SHAREPOINT SITE
[SharePoint/Human Resources/Benefits](#)

PLEASE TYPE OR PRINT:

Name: _____

Employee ID Number: _____

Position: _____

Job Location: _____

Email Address: _____

Approved for GET MORE PROGRAM

PURPOSE:

- To enhance current job skills
- To enhance promotional opportunities
- To complete requirements for degree
- To complete requirements for current position

Date of Course	College or Institution	Course Number (ex. ENG 100)	Course Title	Non-Credit	Credit

Harford County Public Schools will reimburse AFSCME employees for job-related courses or training programs. The number of credits, the reimbursed dollar amount, and additional information may be found in the current AFSCME Negotiated Agreement, Article XI.

TO QUALIFY FOR REIMBURSEMENT

- All requests for reimbursement must be initiated on this form and must be for job-related courses or training programs.
- All courses must be approved by the immediate supervisor **prior to enrollment in the course.**
- All courses must be approved by a Human Resources Supervisor/Specialist **prior to enrollment in the course.**
- Successful completion of the course with a grade "C" or better and/or indication of successful completion.
- Eligible employees must be on active status at the time of registration, while the course work is being completed and when the reimbursement payment is made.
- **Requests for reimbursement must be submitted within 90 days of course completion.**

TO REQUEST PRE-APPROVAL, SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE ("HR") WITH:

- The principal's/supervisor's signature, and
- A copy of the course or program description AND a copy of the tuition/course fee or itemized receipt.**
- An approval email will be sent to you.
- Incomplete requests will be returned to the employee.

AT THE CONCLUSION OF THE COURSE, IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO SUBMIT:

- An OFFICIAL grade report or OFFICIAL transcript (grade "C" or better) emailed to transcripts@hcps.org directly from college/university or 3rd party clearinghouse, and
- A copy of the ITEMIZED tuition receipt showing course tuition fee, payment, date(s) of payment and payment method, emailed to transcripts@hcps.org along with,
- A scanned copy of HR pre-approval email for course/program from the Human Resources Office.

Employee Signature

Date

Principal/Supervisor Signature

Date

Human Resources Office - Supervisor/Specialist Signature

Date