

20. Tuition and Professional Development Pool

- A. The pool shall be ~~\$54,000~~ \$75,000 per year for the duration of the 20~~19-2022~~26-28 CBA. The district will allocate up to ~~\$32,000~~ \$44,250 (59%) for tuition reimbursement per year and at minimum ~~\$22,000~~ \$30,750 (41%) to the Professional Development Pool. Any unused funds from the tuition reimbursement pool, as of October 31st, will be reallocated into professional development. Any unencumbered funds from the professional development pool as of June 30th, will be reallocated, using the above percentages, into the following school year's pools.

B. Tuition Reimbursement Criteria.

1. Classes that are relevant to an educator's~~teacher's~~ classroom assignment or anticipated future assignment will be eligible for reimbursement. This may include class work taken as part of a degree program or certified license, provided the degree being pursued is relevant to the employee's classroom teaching assignment.
2. To become eligible for reimbursement the following procedure will be followed:
 - a. An application form must be approved by the building principal before the course or class is taken.
 - b. The educator~~teacher~~ shall provide proof of tuition payment.
 - c. The educator~~teacher~~ shall provide proof of satisfactory completion of the class(es).
3. Rate of reimbursement will be determined as follows:
 - a. The first four (4) hour credits submitted by an educator~~teacher~~ will be paid in full (not to exceed Western Oregon University rates); the total of such requests is not to exceed the maximum pool amount stated above.
 - b. If the pool amount is not sufficient to pay for four (4) credit hours for every educator~~teacher~~ that makes such a request, educator~~teachers~~ shall be reimbursed on a percentage basis.
 - c. Any remaining funds in the tuition reimbursement pool, after all educator~~teachers~~ who have made a request have had four (4) hours reimbursed, will be equally dispersed for each additional credit hour submitted.
4. The payment period will be from September 1 to August 31 so that summer classes taken at the end of a school year will be counted in that school year's pool. Reimbursement will be made when evidence of successful completion of an approved class and receipts for tuition are submitted to the District Office for the payment period by October 1 each year.

Evidence of successful completion will be a grade slip or transcript showing a grade of an "A," "B," "C," or a "pass" if the course is a "pass" or "no pass" designation.

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5. Educatorsteachers in subject matter areas where college course work that is relevant is not readily available may request "tuition" reimbursement prior to registration following the procedures and guidelines described in this Article.
6. An educatorteacher must be continuously employed by the District and not on a non-paid leave of absence from the time when approval for the course work is requested through the time when reimbursement is made.
7. Part-time educatorsteachers who are less than .5 FTE and educatorsteachers under temporary contract will not be eligible for tuition reimbursement.
8. A year is defined in this article only as the period between September 1 and the following August 31. Payments will not be made for hours completed during the spring or summer terms if the staff member will not return to the District the ensuing school year. Newly hired educatorsteachers are eligible for reimbursement for classes taken after September 1.
9. The District shall pay tuition and books for District required classes and hours required to be taken because of deficiencies noted in evaluation. Materials purchased with District funds remain the property of the Silver Falls School District.
10. If proof of credits justifying a change in columns is not available to the educatorteacher by September 15, but said proof is presented to the Superintendent or his/her designee no later than October 15, appropriate salary adjustments will be made with retroactive effect to the beginning of the school year.
11. Credit Equivalency. EducatorsTeachers in subject areas where college course work that is relevant is not readily available, may request in advance that the Superintendent or his/her designee recognize equivalent professional development for educational movement on the salary schedule. The Superintendent's decision as to whether any such alternative is counted shall be final and is not subject to the grievance procedure.
12. An educatorteacher who has taken a class(es) and then is laid off shall be allowed tuition reimbursement as any other employee. If the educatorteacher is recalled to Silver Falls School District, but has already signed a contract with another school district and is unable to return to Silver Falls School District, the educatorteacher will be able to collect the tuition reimbursement. However, if the educatorteacher is recalled, and chooses not to return to the District even though the educatorteacher has not signed a contract with another district, then the educatorteacher will not be eligible for the tuition reimbursement.

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C. Professional Development Criteria.

1. All Professional Development must be preapproved through an application process. The application is available on the district website.
2. Individual Professional Development requests shall not exceed ~~\$450~~ \$750. If an employee has utilized all of the ~~\$450~~ \$750 allocated funds for professional development, the employee will not be able to access the pool or additional professional development until March 31st of that school year in order to ensure ample time for other educators teachers to have an opportunity to apply for funds as professional development opportunities are made available. If they have not, they can be eligible to access ~~the remainder of the~~ up to an additional \$4750.

~~Costs for substitutes are the responsibility of each building unless stated otherwise by the Director of Teaching and Learning. The cost of substitutes made necessary by attendance at conferences for which expenses are paid from the fund shall be borne by the District and shall not be charged against the fund.~~

D. Pool Balances

1. Notification of the balance of the tuition and professional development pool will be sent to all educators in the district during the 2nd week of December and the 2nd week of March.