

I. INSERVICE: EVALUATION OF DEGREES AND CREDITS EARNED DURING SERVICE WITH PORTLAND PUBLIC SCHOOLS

ALL COURSEWORK COMPLETED AND SUBMITTED TO THE PERSONNEL OFFICE UNDER PREVIOUSLY EFFECTIVE PROFESSIONAL AGREEMENTS WILL BE EVALUATED UNDER THE TERMS OF THOSE AGREEMENTS. COURSEWORK PREVIOUSLY EVALUATED AS APPLICABLE WILL REMAIN APPLICABLE. COURSEWORK PREVIOUSLY EVALUATED AS NON-APPLICABLE WILL REMAIN NON-APPLICABLE.

ALL COURSEWORK COMPLETED AND SUBMITTED TO THE PERSONNEL OFFICE UNDER PROFESSIONAL AGREEMENTS EFFECTIVE FROM JULY 1, 1989 THROUGH JUNE 30, 1990 WILL BE EVALUATED UNDER THE TERMS OF THE CURRENT AGREEMENTS.

A. Inservice coursework must be:

1. Toward an advanced degree, TSPC certification, professional education or related to the unit member's assignment.
2. Successfully completed and credited (A/B/C or Pass) through a fully accredited college or university if it is to be applicable to the plus hour salary schedule or eligible for tuition reimbursement. (See exceptions for vocational instructors, Section I.L.d.)

B. Coursework credited through an accredited college/university is eligible for evaluation toward degree or plus hour salary schedules if:

1. The coursework is taken after official date of completion of degree and requirements for the unit member's certification.

NOTE: At such time that the State of Oregon requires completion of a "5th Year" program for certification, new teachers shall be given credit for the hours required following the Bachelor's degree for completion of a 5th year program up to a maximum of forty-five (45) quarter hours. Currently employed teachers, who had completed a 5th year program but were not given credit at the time of employment, shall be given credit on the salary schedule up to the BA+45 column.

2. The coursework is taken toward an advanced degree, TSPC certification, professional education, or related to the unit member's assignment.
3. The earned grade for the completed coursework is A/B/C or Pass.
4. Official evidence of the coursework is submitted by the unit member to the Personnel Office:

- As original gradeslips or official transcripts notarized by the college/university. (Xerox or facsimile copies will not be accepted.)
 - Within established timelines. (See Timelines, Section II).
5. The coursework has been earned outside District paid time (Statewide Inservice Day – in October – excepted).
- C. Inservice credits can be earned through: (a.) coursework from accredited colleges/universities (earned grade of A/B/C or Pass); (b.) approved and authorized District inservice courses or workshops; (c.) District approved individual projects – or any combination of the above.

HOWEVER, ONLY APPLICABLE COLLEGE CREDITED ACTIVITIES ARE ELIBIBLE FOR EVALUATION TOWARD “PLUS HOUR” SALARY SCHEDULES OR TUITION REIMBURSEMENT.

- D. Inservice credit is not granted for: (a.) audited courses; (b.) non-credited courses or activities; (c.) incomplete or X courses; (d.) credited coursework evaluated other than A/B/C or Pass; (e.) any projects, workshops, or other activities not carrying District authorization or college/university credit from a fully accredited institution – even though brochures for such activities may indicate District sponsorship or that inservice credit will be granted.

WITHOUT SPECIFIC DISTRICT AUTHORIZATION, EXCEPT FOR STATEWIDE INSERVICE DAY (IN OCTOBER), INSERVICE CREDIT WILL NOT BE GRANTED FOR ACTIVITIES WHICH OCCUR DURING DISTRICT PAID TIME.

- E. A primary objective for all inservice programs is to promote improved classroom instruction and service to students – by providing unit members with specific opportunities for continued professional growth in fields related to classroom subject matter, pupil management, educational philosophy, methods of interpersonal and communicative skills, and the changing state of techniques or technology related to public education and services to students.
- F. All inservice programs sponsored by Portland Public Schools are to be of high professional quality and are subject to review and evaluation by the Board of Education, the Administration, and the participants. Programs offered and/or funded by the Association will be subject to Association review. Programs offered for college/university crediting will be subject to review by the crediting institution All instructors of inservice courses or workshops are to be qualified in their fields of instruction. The authority for any District designated inservice course, workshop, or individual project rests with the Executive Deputy Superintendent or a designee.
- G. Each unit member is responsible for checking the authenticity of any program before enrolling or paying tuition. Activities completed without District endorsement or applicable credit will not be endorsed or credited after-the-fact. To assure applicability

of planned coursework, the unit member is encouraged to check in advance with the building or program administrator or the District Personnel Office (249-2000) or the Staff Development Center (280-6438).

H. RECOMMENDATIONS FOR INSERVICE COURSEWORK

1. In accord with evaluations, assignments, goals, changing methods or philosophies or technology, each unit member is recommended to meet with the building or program administrator to discuss needs and priorities for inservice coursework.
2. Planned coursework should be relevant to the unit member's field of preparation, TSPC certification, assignment, or to service in the District.
3. As of September 1, 1982, college/university coursework in administration of education completed after that date will be accepted as inservice for unit members – with the following exceptions: Coursework in School Personnel Administration or Evaluation, Collective Bargaining, or Administrative Practicum will not be accepted as inservice for unit members.
4. Administrative coursework that is not accepted as inservice will be subject to individual evaluation. Specific written approval from the authorizing District or building/program administrator must be submitted to the Personnel Office, to confirm that the coursework in question does fall with the unit member's assignment and service in the District.
5. The unit member is responsible for making certain – before enrollment or payment of fees – that the planned coursework (or activity) does carry District endorsement or applicable credit from a college/university if the activity is intended for inservice records or salary schedule evaluation.
6. SUGGESTED AREAS OF COURSEWORK:
 - a. Philosophies, issues, and trends of the educational profession.
 - b. Subject matter and related skills – studies of past and present knowledge, sources of established information, sources of new information (exploration, research, critical analyses), career and law related education, skills relevant and necessary to the unit member's assignment, student services, and instructional programs of the District.
 - c. Child growth and development and learning processes – interests, abilities, and achievement of students; guidance and supervision of individuals and groups.
 - d. Planning skills for instructing or working effectively with individuals or groups of students – varied procedures and approaches appropriate to student growth and developmental goals, self-directed student activities, individualized

instruction, cooperative learning, systematic instruction, overcoming barriers to student learning and development, effective techniques for classroom or program management; promoting positive student growth, self esteem and achievement.

- f. Effective use of available resources – educational media, texts, systems, equipment and technology; varied teaching/learning processes; development and conservation of resources; including community resources in instructional planning or planning for delivery of student services.
- g. Development of effective school climate – promoting attitudes and behavior resulting in effective communication, learning, growth, and interpersonal relations – methods of effective communication with students, parents, community representatives, and District staff; sensitivity to the effect of attitudes and behavior in creating positive and effective learning atmospheres.
- h. Techniques of constructive observation and supervision of students; evaluation as integral to student instruction and development; techniques of counseling, advising or making appropriate referrals for student services.
- i. Improving school-community relations.
- j. Improving health and safety within the classroom and instructional settings – nutrition, First Aid/CPR, preventing substance abuse and promoting well-being.

I. INSERVICE OFFERINGS AT BUILDING AND DISTRICT LEVELS

- 1. As resources permit, inservice courses or workshops may be offered at Building and District levels, in accord with identified needs and priorities.
- 2. District inservice courses or workshops are developed to complement public school programs. They are not developed to fulfill degree or certification requirements; however, some inservice programs may be accepted toward advanced degree or certification requirements.
- 3. Although the District does not charge unit member participants for District offered inservice courses or workshops, some activities do carry fees for materials, texts, equipment, or tuition options for college/university credit. In such cases, individual class participants are responsible for payment of those fees. (See Tuition Reimbursement, Section III.)

NOTE: Out-of-District offerings (e.g., M.E.S.D.) may carry registration fees, or other fees. In such cases, individual participants are responsible for payment of those fees. (See Tuition Reimbursement, Section III.)

4. Many classes have enrollment limits, so pre-registration is essential. District funded classes with fewer than ten (10) registrations will be cancelled before or immediately after the first session.
5. District offerings of inservice courses or workshops, and other offerings, may be announced in District Bulletins (Fall, Winter, and Spring) or on individual flyers if registration is open to general participation.
6. Unit members identifying needs for inservice courses or workshops should check with building or program administrators to see if offerings are scheduled, or can be scheduled.
7. Unit members considering the development of an inservice courses or workshops should check with building or program administrators to see if the activity can be funded and/or scheduled.
8. Identified inservice needs and proposals should be submitted to the Curriculum/Staff Development Department (280-6438) for review and assistance with scheduling, funding information and procedures for designation or credit.
9. Approval of any submitted course or workshop proposal depends on available funds, needs and priorities of the District (staff and students, instructional programs and services), qualifications of instructor(s), syllabus development in accord with: guidelines, dates, times proposed, suitable location for class, minimum of ten (10) pre-registered participants.
10. Payment for instruction of inservice courses is detailed in The Professional Agreement, Appendix B, Special Salary Provisions. Rate of pay for District teachers of inservice classes is based on ten (10) hours of in-class instruction; workshop hours are pro-rated on the same schedule.
11. No budget costs for inservice courses or workshops will be reimbursed to instructors or participants beyond those clearly identified and approved in advance on the initial proposal.
12. District endorsement for any inservice course or workshop offered or approved by Portland Public Schools rests with the Executive Deputy Superintendent or designee:

J. **ADDITIONAL INSERVICE OPTIONS AVAILABLE THROUGH COMMUNITY OR OTHER OUT-OF-DISTRICT RESOURCES**

1. Under cooperative arrangements, additional courses or workshops may be offered through community or other out-of-District resources. Such activities may also carry college/university credit options. Participants may be required to pay fees. In such cases, individual participants are responsible for (1.) selecting (in advance) the type of crediting and (2.) the payment of fees. (See Tuition Reimbursement, Section III.)

2. When possible, information on such inservice opportunities will be included in District Bulletins or distributed on separate flyers.
3. Individual unit members or groups also may submit workshop proposal forms, to the Staff Development Office (280-6438) – prior to attending community or other out-of-District activities – to request District designation for inservice if:
 - a. The activities clearly relate to the field of education, the assignment, and service to the District.
 - b. The activities occur outside of District paid time.
 - c. The activities are recommended by the building administrator or program supervisor.
4. Workshop proposal forms may be requested from the Staff Development Office (280-6438), to be completed as follows:
 - a. The completed proposal form should include all details related to the activity: date(s), time, place, credentials or instructor, objectives, planned agenda, budget (if any) and identified responsibility for costs.
 - b. The completed proposal form should include: the signature of the unit member submitting the proposal, the assignment, the responsibility center, the signature of the administrator or supervisor recommending the proposal for inservice designation.
 - c. The completed and signed proposal form should be submitted to the Staff Development Office, for review, at least two weeks prior to the date(s) for the planned activity.
5. Subject to the approval of the Executive Deputy Superintendent, or a designee, such proposals may receive District designation, and certificates of attendance may be submitted to the Personnel Office by one or more participants for evaluation toward inservice records.

NOTE: DISTRICT DESIGNATION DOES NOT NECESSARILY INCLUDE BUDGET APPROVAL. NON-CREDITED ACTIVITIES WILL BE EVALUATED TOWARD INSERVICE RECORDS ONLY AND ARE NOT ELIGIBLE FOR EVALUATION TOWARD PLUS HOUR SALARY SCHEDULES.

6. Proposals will not be approved after-the-fact for District designation as inservice.

K. COLLEGE AND UNIVERSITY CREDITED INSERVICE OPTIONS

1. Many accredited colleges and universities offer programs in fields of education. District unit members are encouraged to enroll in such programs in accord with goals and priorities of public education and guidelines of the inservice program.
2. See Tuition Reimbursement, Section III. Beyond this provision, each unit member is responsible for meeting personal tuition and text fees (unless the course is specifically required by the District).
3. College/university credited courses in the field of education as related to the unit member's preparation, TSPC certification, assignment, or service in the District can be credited as inservice and evaluated toward current degree and plus hour salary schedules.
4. District unit members are encouraged to take graduate level coursework; however, some appropriate coursework is only offered at undergraduate levels, and undergraduate level work is acceptable if:
 - a. It is part of a degree bound program for the unit member (and/or)
 - b. It is related to the teaching profession (e.g., certification/assignment).
5. In order to apply college/university coursework for evaluation toward individual inservice records and related salary schedules, each unit member is responsible for submitting official gradeslips or transcripts (grades of A/B/C or Pass) to the Personnel Office in accord with timelines. (See Timelines, Section II.)

L. COMMUNITY COLLEGE COURSEWORK

1. Because District unit members are encouraged to pursue advanced professional programs, community college coursework is not generally recommended or approved as inservice except as noted:
 - a. Transferable Community College course credits can be evaluated for inservice plus hour salary schedules if the course in question is particularly recommended and documented by the building or program administrator as appropriate to the unit member's field of preparation and service in the District.
 - b. Non-transferable Community College course credits can be applied to the inservice record if the course in question is particularly recommended and documented by the building or program administrator as appropriate to the unit member's field of preparation and service in the District. **HOWEVER, SUCH COURSEWORK IS NOT APPLICABLE FOR EVALUATION TOWARD PLUS HOUR SALARY SCHEDULES.** (Vocational instructors: See Item d.)
 - c. Non-credited Community College coursework cannot be considered as inservice unless it is covered by a previously approved District designation as an inservice

course or workshop. HOWEVER, NON-CREDITED COMMUNITY COLLEGE COURSEWORK IS NOT ELIGIBLE FOR EVALUATION TOWARD PLUS HOUR SALARY SCHEDULES OR TUITION REIMBURSEMENT.

- d. VOCATIONAL INSTRUCTORS MAY RECEIVE CREDIT FOR TECHNICAL COURSEWORK SUCCESSFULLY COMPLETED AT A COMMUNITY COLLEGE. SUCH CREDIT IS ELIGIBLE TO BE SUBMITTED TO THE PERSONNEL OFFICE FOR EVALUATION TOWARD PLUS HOUR SALARY SCHEDULES AND MAY BE ELIGIBLE FOR TUITION REIMBURSEMENT.
2. Unit members considering enrollment in community college coursework are urged to check carefully with the offering institution to determine if the proposed activity carries eligible credit.
3. Unit members considering enrollment in community college coursework are urged to check with building or program administrators and/or with the Personnel Office to determine the applicability of the proposed activity prior to enrollment or payment of fees.

M. DISTRICT INSERVICE CREDIT OR COLLEGE/UNIVERSITY CREDIT OPTIONS

1. Many programs carry both District inservice credit and college/university (or Division of Continuing Education) credit options.
2. If District inservice credit is requested, the unit member participant will not be required to pay tuition – although registration, equipment, material, or textbook fees may be necessary for the unit member to pay.
3. If college/university credit is requested, the unit member participant is responsible for payment of tuition (unless participation is required by the District). (See Tuition Reimbursement, Section III.)
4. When courses carry options for District inservice credit or for college/university (or Division of Continuing Education) credit, the following guidelines apply:
 - a. The District inservice credit is applicable for inservice records only and is not applicable toward the plus hour salary schedule.
 - b. The college/university (or Division of Continuing Education) credit is eligible for evaluation toward inservice records and related plus hour salary schedules.
 - c. Double credit is not granted for the same activity. The unit member must determine in advance which type of credit will be requested for successful completion of program requirements. The selected type of credit cannot be changed after-the-fact.

N. APPROVED AND AUTHORIZED WORKSHOPS AND CONFERENCES

1. Special workshops and conferences may be scheduled by a Building, the District, the Association, or other community sources; these activities may carry District designation as inservice.
2. These activities may vary in content and time commitment.
3. These activities may vary in types of accreditation options.
 - a. Some may carry District inservice credit options.
 - b. Some may carry college/university credit options.
 - c. Some may carry no credit.
 - d. Sometimes a series of workshops and conferences will be offered from which the unit member can select a specified number to earn District inservice or college/university credit – e.g., Teacher Individualized Credit (T.I.C.).
 - e. Some workshops and conferences are approved as District inservice but may not necessarily fulfill TSPC certification requirements.
4. If non-credited workshops and conferences have been submitted under a workshop proposal and have received current District designation and endorsement, the activities are eligible for evaluation as inservice. Participating unit members can elect to receive certificates of attendance.

O. INDIVIDUAL PROJECTS

1. Activities other than regular District designated workshops or college/university credited coursework may be approved as Individual Projects.
2. To request current information on Individual Projects, contact the Staff Development Office (280-6438).

P. DISTRICT REQUIRED ATTENDANCE IN INSERVICE PROGRAMS

1. If the District requires unit member attendance in inservice courses, college/university courses, or workshops or conferences, and when such attendance falls outside the normal professional work day, the unit member participants shall be paid at their regular hourly rate under the salary schedule. (See Articles 15 and 20, Professional Agreement.)

2. When the District requires unit member attendance at specific courses, workshops, seminars, conferences, or other inservice activities, the District shall pay the full cost of registration/tuition and other reasonable coursework expenses (e.g. laboratory fees, texts).
3. Under conditions of District required attendance in inservice programs as outlined in Items 1. And 2., any inservice or college/university credits earned for these activities will not be evaluated as plus hours or as applicable toward District plus hour salary schedules.

**Q. SUCCESSFUL COURSE OR DEGREE COMPLETION FOR GRANTING OF
INSERVICE OR PLUS HOUR SALARY SCHEDULE CREDIT**

COURSEWORK ELIGIBLE AS PLUS HOURS MUST BE COMPLETED AFTER THE OFFICIAL DATE OF COMPLETION OF DEGREE AND REQUIREMENTS FOR THE UNIT MEMBER'S CERTIFICATION. COURSEWORK COMPLETED PRIOR TO THE OFFICIAL DATE OF COMPLETION OF DEGREE AND REQUIREMENTS FOR CERTIFICATION WILL NOT BE EVALUATED AS PLUS HOURS ON THE SALARY SCHEDULE. (See Section I.B.1.)

1. In order to be applicable, the coursework or degree must be completed and credited through a fully accredited college or university. Coursework or degrees completed or credited through a non-accredited institution will not be accepted.
2. In order to be applicable, the earned grades for accredited college/university coursework must be A/B/C or Pass. (Audited, X or Incompletes, grades of D or F will not be accepted.)
3. In order to be applicable, the coursework must be toward an advanced degree, TSPC certification, professional education or related to the unit member's assignment and field preparation.
4. District designated inservice, not carrying college/university credit from a fully accredited institution, will be evaluated as inservice. Such activities are not eligible for evaluation toward District plus hour salary schedules.
5. Certificates of Attendance from District designated inservice workshops or conferences may be applicable as inservice. Ten (10) hours of District designated workshop attendance are equivalent to one (1) inservice credit. Certificates of Attendance are not eligible for evaluation toward District plus hour salary schedules.
6. Community College coursework and credits will be evaluated under conditions noted in Section L. Transferable credits may be applicable to plus hour salary schedules. Non-transferable credits may be applicable to inservice records but not to plus hour salary schedules. Non-credited coursework will not be accepted unless it is

covered by current District designation as inservice and will not be eligible for evaluation toward District plus hour salary schedules.

7. Vocational unit members may receive credit for technical coursework successfully completed at a Community College. (See Section L.)
8. Each eligible unit member is responsible for submitting to the Personnel Office all official evidence of successfully completed coursework to be evaluated for inservice or plus salary schedules, including: original gradeslips or official transcripts from fully accredited institutions of higher education, community colleges, Divisions of Continuing Education, and Certificates of Attendance. Submitted documentation will be evaluated in accord with guidelines and timelines for inservice. (See Timelines, Section II.)
9. District inservice course or workshop instructors may submit course record sheets for class participants, however:
 - a. Instructors do not receive individual gradeslips or transcripts issued to the unit member by a college/university, community college, or Division of Continuing Education. The unit member is responsible for submitting this evidence to the Personnel Office.
 - b. The unit member is responsible for sending Certificates of Attendance to the Personnel Office.
 - c. Individual participants are urged to check directly with the Personnel Office to be certain that documentation of successfully completed inservice has been properly received and filed.
10. Because inservice credits are measures of highly professional programs, and because inservice programs include specific objectives, all participants in District inservice must successfully complete course or workshop expectations in order to receive credit.
 - a. Inservice courses and workshops may include assignments and requirements in and outside of class sessions.
 - b. Classes must be attended regularly. Participants missing one or more sessions must check with the class instructor to see if missed assignments can be made-up.
 - c. Partial credit is not granted for partial completion of program requirements. Each instructor will outline program requirements at the first session of the inservice activity.

- d. Successful completion of each inservice activity requires time and effort but should result in personal satisfaction, professional growth, and increased performance levels.
11. In general, credit is granted only once for each successfully completed inservice program or course. Repeat credit is not granted unless the unit member provides evidence that the course content changes significantly or must be repeated for continuing instructional preparation or certification (e.g., First Aid/CPR).
 12. College/university credits are evaluated as quarter credit units. Semester hours, outside degree, are evaluated as quarter credit equivalencies. Only full credit hours units apply to plus hours salary schedules. However, partial credit hours may be accumulated on individual inservice records to meet full credit hour units.

II. TIMELINES FOR SUBMITTING OFFICIAL EVIDENCE OF COMPLETED COLLEGE/UNIVERSITY COURSEWORK OR DEGREES

- A. Office gradeslips or transcripts for successfully completed coursework or degrees from fully accredited colleges and universities will be accepted by the Personnel Office for evaluation toward teachers' salary schedules under the following timelines:
 1. Coursework completed by August 31 (or prior to effective date of hire or the effective beginning date of the current school year) and submitted to the Personnel Office by October 31 (or within 60 days from the effective date of hire) will be evaluated for salary adjustments retroactive to the beginning of the school year (or effective date of hire).
 2. Coursework completed after August 31 or submitted to the Personnel Office after October 31 (or after 60 days from the effective date of hire) will not be subject to retroaction. Salary adjustments will be made effective the second month following the month in which the official documentation is received in the Personnel Office.

NOTE EXCEPTIONS:

- a. Salary adjustments for coursework completed by August 31 and submitted to the Personnel Office after October 31 (or after 60 days from the effective date of hire) will be subject to retro-action to the beginning of the school year (or effective date of hire) if the eligible unit member is able to verify the following:
 - The coursework was successfully completed by August 31 (or prior to the effective date of hire – AND
 - The official gradeslips or transcripts were requested from the crediting institution by September 15 (or within 15 days after the effective date of hire) – OR

- The official gradeslips or transcripts should have been regularly issued to the unit member in time to permit the unit member to submit the documentation by October 31 – AND
 - The delay is based on late issuance of gradeslips or transcripts from the crediting institution and the documentation is submitted to the Personnel Office within sixty days of receipt by the unit member.
 - Official documentation may be accepted from the crediting institution for an interim period to verify untimely delay based on late issuance of gradeslips or transcripts (with gradeslips or transcripts to be submitted to the Personnel Office as soon as issued).
- b. Coursework completed during the school year will be eligible for salary adjustments the second month after the month the official gradeslips or transcripts are received in the Personnel Office.
- e.g., gradeslips or transcripts submitted to the Personnel Office in January would be eligible for a resulting salary adjustment as of the March payroll period.
3. Outside of an earned higher degree, evidence of college/university coursework completed before September 1, 1981, and not previously submitted to the Personnel Office by District unit members, is now outdated and not eligible for evaluation toward plus hour salary schedules. (See timelines effective until September 1, 1981.)
 4. Evidence of college/university credited coursework completed after September 1, 1981, and not previously submitted to the Personnel Office by District unit members, will be evaluated toward inservice records when submitted, subject to guidelines for applicability (see I.H.1-6) and timelines for salary schedule adjustments (see II.A.1-2).
 5. Evidence of college/university credited coursework completed after September 1, 1981, and not previously submitted to the Personnel Office by District unit members, will be evaluated toward inservice records when submitted, subject to guidelines for applicability (see I.H.1-6) and timelines for salary schedule adjustments (see II.A.1-2).
 6. Gradeslips that have been previously submitted to the Personnel Office and have been previously evaluated as non-applicable under previous timelines and agreements will remain non-applicable under current timelines and agreements.
 7. Official transcripts of earned degrees from fully accredited institutions will be accepted for evaluation toward salary schedules, subject to date of degree issuance, and all other applicable guidelines and timelines for adjustment of unit member salary schedules. (See A.1-2.)

8. Gradeslips or transcripts from non-accredited institutions will not be accepted for inservice or salary schedule plus hours. The unit member is responsible for checking on the accreditation of the institution prior to enrollment.
- B. All unit members are encouraged to submit their official gradeslips or transcripts to the Personnel Office when they are received from the crediting institution. Prompt filing reduces changes for error or misplacement of official documents and keeps personnel records as current and accurate as possible.

III. TUITION REIMBURSEMENT

EFFECTIVE AS OF JULY 1, 1983 (REVISED AS OF JULY 1, 1986, AND AS OF JULY 1, 1989), THE DISTRICT SHALL REIMBURSE PROBATIONARY AND PERMANENT TEACHERS, AND OTHER ELIGIBLE UNIT MEMBERS, INCLUDING SOCIAL WORKERS AND CHILD DEVELOPMENT SPECIALISTS, FOR TUITION COST FOR UP TO SIX (6) NONCUMULATIVE QUARTER CREDIT HOURS IN A 12 MONTH PERIOD FOR APPLICABLE COURSEWORK SUCCESSFULLY COMPLETED AND CREDITED THROUGH A FULLY ACCREDITED COLLEGE OR UNIVERSITY.

- A. Tuition reimbursements are noncumulative and are limited to six (6) quarter credit hours in each 12-month period.
- B. The current agreement runs from July 1, 1989, though June 30, 1992. The 12-month period runs annually from July 1 to June 30 and is based on date of course completion.
- C. Reimbursements will be for the actual cost of tuition per quarter credit hour up to but not to exceed the current tuition rate per quarter credit hour for graduate courses at Portland State University.
 1. If a unit member completes up to six (6) credit hours at a tuition rate below the PSU graduate course rate, the tuition reimbursement will be made for the lower rate and limited to that amount.
 2. If a unit member completes up to six (6) credit hours at a tuition rate above the PSU graduate rate, the tuition reimbursement will be made up to the limit of the PSU graduate course rate.
- D. Semester credit hours will be reimbursed in a conversion ratio up to but not to exceed six (6) quarter credit hours at the PSU graduate course fee schedule.
- E. Coursework eligible for tuition reimbursement must be directed toward an advanced degree, TSPC certification, professional education, or related to the unit member's assignment.

- F. See Inservice Guidelines (Section I) and Timelines (Section II) for information on applicability of completed coursework to unit member inservice records and related plus hour salary schedules.
- G. Transcripts or gradeslips submitted for tuition reimbursement will be evaluated for inservice records and related plus hour salary schedules in accord with current and continuing effective guidelines and timelines.
- H. Gradeslips or transcripts eligible for tuition reimbursement must be issued by fully accredited institutions (see Sections I and II) and must be submitted by the unit member as official documentation to be placed in the unit member's personnel file.
- I. Each unit member is responsible for checking in advance to be certain planned coursework is credited by a fully accredited college or university.
- J. Reimbursement will not be made for books, lab fees, I.D. cards, gym fees, supplies or equipment fees, food, housing, transportation, or other tuition expenses.
- K. Only permanent and probationary teachers, and other unit members, including social workers and child development specialists, currently employed by the District are eligible for tuition reimbursement.
- L. The following are examples of personnel not eligible to receive tuition reimbursement under provisions of Professional Agreement 1989-1992:
 - 1. Unit members under temporary contracts.
 - 2. Unit members under miscellaneous contracts.
 - 3. Substitute unit members.
 - 4. Other than for sabbatical-study leave, unit members on extended or personal leave of absence, paid or unpaid, for one or more terms of the school year.
 - 5. Employees not covered by Professional Agreement 1989-1992.
- M. The following are examples of coursework not eligible for tuition reimbursement:
 - 1. Coursework completed prior to the effective date of hire.
 - 2. Audited coursework, incomplete coursework, non-credited coursework, coursework evaluated other than A/B/C or Pass.
 - 3. Coursework not credited through a fully accredited institution.

4. Except for vocational instructors, non-credited or non-transferable credited activities from community colleges.
 5. Coursework completed during a period of leave of absence, paid or unpaid, for one or more terms of the school year, other than during a sabbatical-study leave.
 6. Coursework not directed toward an advanced degree, TSPC certification, professional education, or related to the unit member's assignment.
 7. With the exception of Statewide Inservice Day (in October), activities occurring during District paid time (unless required by the District). (See Section I.G. and P.)
- N. A unit member requesting tuition reimbursement must provide the Personnel Office with:
1. The completed application for tuition reimbursement including:
 - name, social security number, responsibility center, course number, title, number of credits granted, and dates of participation.
 2. The gradeslips or official transcript verifying successful completion of the coursework (A/B/C or Pass).
 3. The tuition receipt from the accredited institution. (Personal checks may be submitted along with other verification of tuition paid.)
 4. The unit member is responsible for documenting clearly which coursework is to be evaluated for the requested tuition reimbursement.
 - a. This is particularly important when the items 1., 2., and 3., are submitted separately, or when the unit member submits more than the number of credits eligible for tuition reimbursement.
 - b. Incomplete or incorrect information will cause delays in processing.
 - c. Once the unit member determines which coursework is to be identified for tuition reimbursement, this request can not be changed.
- O. Unit members will be reimbursed by the District within sixty (60) days of submitting the completed request form, the official gradeslip or transcript as proof of satisfactory completion of the course, and the tuition receipt.
- P. A unit member receiving reimbursement must remain employed with the District for at least one (1) semester following reimbursement.

A unit member receiving reimbursement and not remaining employed with the District for at least one (1) semester following reimbursement will be required to return those funds to the District.

IV. ADJUSTMENTS IN PRE-SERVICE, RE-EMPLOYMENT, OR INSERVICE CREDIT RECORDS

- A. If evidence of college/university coursework completed prior to the beginning of the current school year (or within 60 days of the effective date of hire) is submitted to the Personnel Office within 6-day timelines, it will be evaluated as soon as possible on the basis of date received; and if the evaluation results in a change of salary schedule, the resulting salary adjustment will be retroactive to the first applicable payroll period of the current school year. (See Timelines, Section II and Notes.)
- B. If evidence of college/university coursework completed prior to the beginning of the school year is submitted to the Personnel Office after the identified 60 day timelines (or after 60 days from the effective date of hire), it will not be subject to retroaction to the beginning of the school year (or the effective date of hire). If the evaluation results in a change of salary schedule, the resulting salary adjustment will be made effective the second month following the month in which the official documentation is received in the Personnel Office. (See Timelines, Section II and Notes.)
- C. If evidence of college/university coursework completed during the school year is submitted to the Personnel Office during that school year, it will be evaluated as soon as possible on the basis of date received; and if the evaluation results in a change of salary schedule, the resulting salary adjustment will be made effective the second month following the month in which the official documentation is received in the Personnel Office. (See Timelines, Section II and Notes.)
- D. If an error is made by the Personnel Office in the evaluation of credits for a unit member, and the correction results in an increase of salary for the unit member, such increase will be retroactive to the first applicable payroll period of the current school year. The unit member will be notified as soon as the error is identified, and the correction will be made in the next regular payroll period.
- E. If an error is made by the Personnel Office in the evaluation of credits for a unit member, and the correction results in a decrease of salary for the unit member, the unit member will be notified as soon as the error is identified, and the correction will be made in the next regular payroll period. If overpayment has occurred, the unit member will be required to make arrangements for reimbursement to the District.
- F. All unit members within the District are charged with responsibility for notifying the Personnel Office if an error has occurred in evaluating or recording credits, degrees, plus hours. In all cases, the unit member should be prepared to furnish supporting evidence for inclusion of credits, degrees, plus hours for pre-service, re-employment, or inservice evaluation.

- G. Coursework previously evaluated as non-applicable under previous guidelines and agreements with the District, will remain non-applicable under current guidelines and agreements. Such evaluations of non-applicability are not subject to reversal or retroaction.
- H. Effective February 1, 1978, recourse on issues of unit member disagreement with evaluation of degrees, credits, or plus hours, must be sought in writing by the unit member within thirty (30) days of the unit member's first knowledge of the events or decisions giving rise to the disagreement.
- I. ALL COMMUNICATIONS AND INQUIRIES ON INSERVICE RECORDS MUST INCLUDE EXACT COURSE OR WORKSHOP TITLE, COURSE NUMBER, DATE(S), HOURS OF CREDIT OR ATTENDANCE, OFFERING INSTITUTION, NAME AND SOCIAL SECURITY NUMBER OF PARTICIPANT, AND OTHER SPECIFIC DETAILS OF REFERENCE. FOR COURSEWORK IN QUESTION, COURSE OUTLINES MAY BE RQUIRED TO ASSIST EVALUATION PROCESSES.

V. ANNUAL REPORT TO UNIT MEMBER

- A. Teachers and other eligible unit members will receive an annual report, issued in January, to list continuing inservice and related placement on the salary schedule as recorded in the Personnel Office.
- B. Unit members are advised to check this annual report carefully for omissions, duplications, or any discrepancies. Inservice coursework will be identified as:

INSERVICE (applicable for inservice credit only)

COLLEGE/UNIVERSITY (applicable for inservice credit and salary schedule credit)

WORKSHOP/CONFERENCE (applicable for inservice only; ten attendance hours equals one inservice credit)

A – APPLICABLE (eligible and accepted activity)

NA – NOT APPLICABLE (e.g., not eligible or accepted activity due to late filing, not related to assignment and service in the District, not initiating from an accredited institution, not carrying District endorsement and designation or applicable credit, not carrying a grade of A/B/C or Pass).

- C. Coursework earned after August 31 or submitted to the Personnel Office after October 31 of a given school year, will be posted when submitted, but will appear on the annual printout issued in January of the next school year.

- D. Unit members noting discrepancies must contact the Personnel Office in writing within thirty (30) days from receipt of the report. The Personnel Office will send a written reply to the teacher; inquiries are date stamped and responses are sent as soon as possible, based on date received. If credit adjustments are made by the Personnel Office, a copy of the reply will also be sent to the building or program administrator. Revised printouts may also be sent to the unit member.

VI. OFFICIAL RECORDS ON FILE

- A. The District Personnel Office will maintain a file for each eligible unit member – as pre-service or inservice – with records of coursework completed and submitted by the unit member. ALL RECORDS ON FILE ARE SUBJECT TO CONTINUING AUDIT.
- B. All education records on file in the Personnel Office must be original gradeslips or official transcripts from fully accredited institutions if such data are to be evaluated as pre-service, re-employment, or inservice in accord with District guidelines and agreements.
- C. The unit member is responsible for adding to the personnel file all transcripts and other official documentation of credits related to District inservice records or salary schedules.
- D. Each responsibility center will receive summary inservice records or the annual report for each unit member assigned to that responsibility center.
- E. Each unit member is encouraged to review his/her individual inservice records at the responsibility center and at the Personnel Office.
- F. The District Personnel Office and individual responsibility centers reserve the right to destroy or remove outdated materials from files.
- G. Unit members removing official documents from personnel files assume full responsibility for those documents. If a unit member removes official documents, the unit member's inservice record and/or salary schedule may be adjusted to reflect documentation on file.
- H. Unit members removing official documents from personnel files at termination of employment assume full responsibility for those documents. In any instance of re-employment with the District, the employee is responsible for providing full and official documentation to be maintained in personnel files and to confirm salary schedule placements.
- I. Official records:
 - 1. Only official transcripts or original gradeslips of completed degrees or coursework from fully accredited institutions can be used as documentation in personnel files. Student copy or xerox copy will not be accepted.

2. Transcripts or gradeslips submitted to Teacher Standards and Practices Commission (TSPC), for certification application or renewal, are not returned to the Personnel Office for District files.
3. When transcripts are needed for both personnel files and certification application or renewal, the unit member is responsible for ordering two (2) sets of official documentation.
4. Unit members are responsible for ordering their own transcripts from issuing institutions, and they are urged to make certain ordered transcripts have been sent as requested and properly received.
5. Transcripts and gradeslips submitted to the District Personnel Office for personnel records will be evaluated in accord with established guidelines and timelines of the District.

REQUEST FOR TUITION REIMBURSEMENT

COURSE # _____ COURSE TITLE: _____
DATE COURSE COMPLETED: _____ CREDITS EARNED: _____
CREDITING INSTITUTION: _____

IN ACCORD WITH PROFESSIONAL AGREEMENTS – JULY 1, 1989 THROUGH JUNE 30, 1992 – AND
INSERVICE GUIDELINES, ENCLOSED PLEASE FIND:

OFFICIAL GRADESLIP OR TRANSCRIPT AND PAID TUITION RECEIPT
(NO XEROX OR FACSIMILE COPIES)

FOR THE ABOVE IDENTIFIED COLLEGE/UNIVERSITY COURSEWORK SUCCESSFULLY
COMPLETED THROUGH A FULLY ACCREDITED INSTITUTION AS OF OR AFTER JULY 1, 1986.

- AS A PERMANENT OR PROBATIONARY TEACHER, OR OTHER ELIGIBLE UNIT MEMBER, I UNDERSTAND THAT I QUALIFY FOR TUITION REIMBURSEMENT FOR UP TO SIX (6) NONCUMULATIVE QUARTER CREDIT HOURS PER YEAR, TO JUNE 30, 1992.

(TEACHERS ON LEAVE OF ABSENCE MAY NOT QUALIFY; MISCELLANEOUS OR TEMPORARY TEACHERS AND SUBSTITUTES ARE NOT ELIGIBLE FOR TUITION REIMBURSEMENT.)

- TUITION REIMBURSEMENT IS LIMITED TO ACTUAL FEES FOR QUARTER CREDIT UNITS, BUT NOT TO EXCEED CURRENT PORTLAND STATE UNIVERSITY GRADUATE CREDIT RATES.
- SEMESTER HOURS WILL BE EVALUTED FOR REIMBURSEMENT ON QUARTER CREDIT EQUIVALENCIES, NOT TO EXCEED SIX (6) QUARTER CREDIT HOURS PER YEAR, EFFECTIVE FOR COURSEWORK COMPLETED AS OF AND AFTER JULY 1, 1986.
- THE TWELVE MONTH PERIOD RUNS ANNUALLY FROM JULY 1 TO JUNE 30.
- THE COURSEWORK CREDIT HAS BEEN EARNED OUTSIDE OF DISTRICT PAID TIME.
- THE GRADE RECEIVED IS A/B/C OR “PASS.”
- THE COURSEWORK IS RELATED TO AN ADVANCED DEGREE, TSPC CERTIFICATION, ASSIGNMENT, OR PROFESSIONAL EDUCATION.
- THE TUITION REIMBURSEMENT WILL BE PROCESSED WITHIN SIXTY (60) DAYS FROM THE DATE THE COMPLETE DOCUMENTATION FOR THIS REQUEST IS RECEIVED IN THE PERSONNEL OFFICE.

NAME: _____ SS# _____
Print: Last First M.I.

Assignment: _____ Responsibility Center: _____
School, Program, Work Site

Signature: _____

