



Harford County Public Schools

Human Resources ~ Benefits Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
410-588-5275 * FAX: 410-588-5316

AFSCME

PARTIAL REIMBURSEMENT FOR JOB-RELATED COURSES

(OTIS, Custodians, Maintenance, Facilities, Transportation, and Food & Nutrition Employees)

TUITION REIMBURSEMENT INFORMATION CAN BE FOUND ON THE HUMAN RESOURCES SHAREPOINT SITE

[SharePoint/Human Resources/Benefits](#)

PLEASE TYPE OR PRINT:

Name: _____

Employee ID Number: _____

Position: _____

Job Location: _____

Email Address: _____

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	Course Title	Non-Credit	Credit	Tuition
						PLEASE ATTACH COPY OF RECEIPT

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, Section 11.2.

TO QUALIFY FOR REIMBURSEMENT:

- all requests for reimbursement must be initiated on this form
- 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 certificate 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

TO REQUEST REIMBURSEMENT, SUBMIT THIS FORM TO THE HUMAN RESOURCES OFFICE WITH:

- the principal's/supervisor's signature
- **attach a copy of the course description AND a copy of the tuition or course fee**
- an approval copy will be returned to you
- incomplete forms will be returned

At the conclusion of the course, it is the responsibility of the employee to submit a copy of the grade slip (grade "C" or better) or a certificate of successful completion, a copy of the tuition receipt, and your approval copy of the reimbursement form to the Human Resources Office. Requests for reimbursement must be submitted within 90 days of course completion.

Employee Signature

Date

Principal/Supervisor Signature

Date

Human Resources Office - Supervisor/Specialist Signature

Date