

### **Determination of Needed Fields and Acceptance to the Program**

The following guidelines will apply when employees request payment:

1. In April of each school year the administrative team will discuss and make a determination of the needed fields that the district would consider for payment of continuing education.
2. At the April board meeting these areas will be presented to the board.
3. After board presentation the district will begin taking applications for the program. The employee must have an official degree plan and official transcript on file with the district in order to apply.
4. The application will require the following information:
  - \*Personal information
  - \*Job experience
  - \*Degree sought
  - \*A written statement of how the degree obtained will help Vidor ISD
  - \*A statement of the applicant's intentions after completing the degree
5. The application will be due on May 30.
6. No more than 10 employees will be approved for a year.
7. The reimbursement rate will be \$500 per class.

### **Commitment to Vidor ISD**

1. Following a resignation before the agreed upon two year commitment to the district, the employee will have the appropriate funds removed from their paycheck.
2. The teacher will be subject to reassignment based on needs in the district.