

Program Design and Management: Human Resources

Task: Tuition Reimbursement

Task	Person Responsible	Date to be Completed
1. Staff requesting tuition reimbursement or educational leave must complete and sign a Professional Development Agreement as mandated in the Head Start Act.	Operations Manager	As needed
2. Provide staff with the Professional Development Agreement form to complete and sign when funds or education leave are initially requested.	Operations Manager	Initially
3. Staff requesting funds will complete the Tuition Reimbursement form.	Operations Manager	As needed
4. Staff return completed form to Operations Manager for approval along with receipts.	Operations Manager	Ongoing
5. Once approved, Operations Manager will request purchase order for reimbursement.	Operations Manager	Ongoing
6. Operations Manager will complete purchase order, attach supporting documents and submit for reimbursement.	Operations Manager	Ongoing