

**EMPLOYEE TRAINING REIMBURSEMENT AGREEMENT**  
**for**

\_\_\_\_\_  
employee's name

This Agreement is entered into by the Board of Education of the Dulce Independent Schools (DIS), and the certified employee whose name appears above (Employee).

**RECITALS:**

1. The parties seek to promote training and Highly Qualified Certification of certified employees.
2. DIS wishes to provide *financial support* for college courses provided Employee **successfully completes such courses with a grade average of B or better and remains with DIS for a period no less than three years after completion of course work.**
3. **This agreement is contingent on availability of district funds.**

**WHEREFORE, the parties hereby agree as follows:**

1. Employee shall enroll in graduate level courses to earn additional endorsements in core academic subjects (“Core academic subjects means English, language arts, reading, mathematics, science, the arts, including music and visual arts, and social studies, which includes civics, government, economics, history, and geography, and modern and classical languages, except the modern and classical Native American languages and cultures of New Mexico tribes and pueblos.” 6.69.4.7 Title 6, Chapter 69, Part 4); to complete Professional Development Dossiers (PDD) to move to license level and to advance from one licensure to the next; and to pay for NM Teacher Assessment fees.
2. DIS will reimburse employee (*a portion or full, depending on availability of funds*) for tuition fees and textbooks (*per New Mexico college/university tuition/textbook current rates*) purchased and used in the courses upon Employee’s presentation of evidence of receipts for all fees and costs claimed and final grades by educational institution in courses. Special consideration will be given to tenured staff members.
3. Notwithstanding any other provision in this Agreement, if, for any reason, Employee does not continue in employment with DIS for three (3) years, Employee agrees to reimburse DIS for three-fourths of the total cost of the course fees and textbooks if he/she leaves the district the first year; one half the total cost of course fees/textbooks if he/she leaves the district the second year; and one-third of the total cost of the course fees/textbooks if he/she leaves the district the third year. ***Employee hereby specifically authorizes DIS to deduct such amount from any salary or other money debt DIS owes Employee at the time Employee leaves the employ of DIS.*** This contract becomes null and void if Employee is discharged/terminated or his/her contract is not renewed, and he/she will not be penalized for budget decreases because of district RIF (Reduction-in-Force) situations.

**DONE this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.**

**Board of Education of the Dulce Independent School District**

\_\_\_\_\_  
Employee By: \_\_\_\_\_  
Superintendent

**ACKNOWLEDGMENT OF GOVERNMENT ENTITY**

SUBSCRIBED, SWORN TO, AND ACKNOWLEDGED before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by

\_\_\_\_\_, as Superintendent of the Board of Education of Dulce Independent School District.