



## Regis Catholic Schools

### Professional Development Program

Educational Assistant Program (Section 127 Program)  
Master's Programs: Leadership or Administration Program

### Program & Retention Agreement

This agreement is made on \_\_\_\_\_, 20\_\_\_\_ between \_\_\_\_\_  
(hereinafter "Employee") and Regis Catholic Schools (hereafter "RCS).

WHEREAS, Employee is employed by RCS as a faculty member; and

WHEREAS, Employee desires to pursue a Masters of Education degree or other certification/licensure relating to his/her employment; and

WHEREAS, RCS supports employee in that desire to pursue additional study and Degree and

WHEREAS, RCS has entered into an agreement with Saint Mary's University, Winona, Minnesota and/or other accredited institution to accept select RCS employees into the RCS Professional Development Program (hereinafter "Program")

NOW, THEREFORE, Employee and RCS agree as follows:

1. RCS grants Employee permission to pursue Program coursework relating to said Program commencing on \_\_\_\_\_ and continue until Degree is granted by \_\_\_\_\_ University/Institution or three consecutive years from completion of the program.
2. Coursework will occur throughout the entire calendar year based on a predetermined schedule of classes set for each semester by Saint Mary's University or other institution. Travel to Saint Mary's University, Winona, Minnesota and/or other accredited institution may be required by Employee.
3. RCS will pay the costs associated with said Program which shall be limited to tuition, required books, materials, and supplies. Employee will receive written notice of the total cost benefit provided by RCS to Employee each semester. (Note: Employer-provided educational assistance of up to \$5,250 is non-taxable to an employee as of 2021. IRS tax treatment of this benefit could change in the future.)
4. Employee is required to pay an initial non-refundable registration and participation fee of \$50.00 for certification/licensure or \$175.00 for master's degree upon entering into and signing of this agreement. Any travel or meal costs associated with said Program will be at the expense of Employee.
5. Employee may also be required to apply for Pell Grants to assist with funding of said Program. Assistance in filing for such grants will be provided by Saint Mary's and RCS Central Office.
6. Employee agrees that he/she will remain in the employment of RCS as a faculty member during the course of the Program and for a period of three (3) consecutive academic years after the timeframe conditioned in paragraph 1 above.

7. Employee agrees that if he/she does not successfully complete Program for whatever reason within the timeframe conditioned in Paragraph 1 above, or is terminated from the Program for whatever reason, all costs identified in Paragraph 3 above will be reimbursed by Employee to RCS. Employee will pay the reimbursement amount before the end of his/her employment with RCS. Employee hereby authorizes RCS to withhold from Employee's paychecks, including her/her final paycheck, the amount necessary to pay in full any reimbursement amount owed to RCS. Any reimbursement amount not covered by payroll deductions will be due and payable at time of Employee termination.
  - a. For example, if employee completes two years of said Program and Employee leaves the employment of RCS under their own discretion before completion of Program, full reimbursement to RCS for Program costs as defined in paragraph 3 above will be required upon termination of employment.
  
8. If Employee fails to successfully complete the conditions as set forth in Paragraph 6 above, all costs identified in Paragraph 3 above will be reimbursed on a pro-rata basis by employee to RCS.
  - a. If the employee completes all three years of employment they have no cost for the program completed.
  - b. If the employee leaves prior to the 3 year commitment, the employee will pay Regis Catholic Schools a percentage based on the 36 months of teaching contract.
    - i. Ex: employee worked 12 of the 36 months. (33.33% of the commitment was fulfilled therefore the employee pays 66.66% of the total balance Regis Catholic Schools paid for their education upon leaving to Regis Catholic Schools.)
  
9. In the event that Employee dies or becomes permanently disabled before the completion of the course requirement and/or timeframe commitment as set forth in paragraph 6 above, Employee or estate of Employee shall not be obligated to make any reimbursement payments required under paragraphs 7 or 8 of this agreement.
  
10. The laws of the State of Wisconsin shall govern this agreement.

IN WITNESS WHEREOF, we have set our hands on the dates indicated below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(\_\_\_\_\_ - Employee)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(\_\_\_\_\_ - RCS President)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(\_\_\_\_\_ - RCS Dean)

*Original to RCS - Copy to Employee*