SUPERVISOR'S RECOMMENDATION FOR TUITION REIMBURSEMENT

The employee listed below is applying for tuition reimbursement. A part of the approval process includes a recommendation from their supervisor, which should be submitted confidentially to Morgan Ball, Senior HR Generalist, at the Hyde Center.

Please submit your recommendation on the following employee in regards to his/her present job performance, attendance, attitude, dependability, safety, and quality of work. The information you provide will contribute to the decision making process.

Name of Employee_____Date:_____

Current position_____

Recommendation:

_____
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_____

Supervisor's Signature:_____ Title:_____

Supervisor's Printed Name: _____ Date:_____

For Human Resources Department Use:

Approval: _____ _____
Leadership Team/Review Date

Amount Reimbursed:_____ _____
Check No./Date

Amount Reimbursed to Date For School Year 20__:_____