Policy and Procedure

Subject: Tuition Assistance
Date: 4/1/2024
Prepared By: Vivian Lee-Verzosa, Interim HR Director
Revision Date: N/A
Revised by: N/A
Attachments: N/A

Policy Statement: In order to encourage and support staff to improve or maintain competency in their current position or to pursue career development opportunities, EEDA shall reimburse eligible employees for a portion of their tuition expenses incurred by themselves in an approved educational program, subject to the limitations and conditions in this policy.

1. **Eligibility** - All regular, full time employees (40 hours/week) who have completed one year of continuous employment and are not on a leave of absence. Any leave of absence or status working in a temporary, part-time, or per diem position will not be applied towards the required eligibility period. Self-Direction Support Professionals are not eligible for tuition reimbursement under this policy.

2. **Terms for Tuition Assistance -** Educational programs meeting the following requirements qualify for reimbursement under this policy:

   a. Participating employees are limited to a maximum of twelve (12) course credits per calendar year.
   b. Application for Tuition Assistance must be submitted and approved in writing by the Department Director, Human Resources, and the Executive Director (or his/her delegate) prior to the commencement of each course in order to be considered for reimbursement.
   c. Course work and/or degree program must be directly related to the employee's current position or potential advancement within EEDA.

3. **Reimbursement**

   a. A grade of "B" or better must be achieved in each course in order to be eligible for reimbursement. If a letter grade is not awarded, a letter from the professor on college letterhead must be provided indicating an equivalent letter grade. If a certificate is awarded, a copy of the certificate must be provided to the Human Resources Department.
   b. An itemized bill from the bursar's office and a final grade notice must be submitted to the Human Resources Department within 90 days from course completion to be eligible for reimbursement. If an award or loan has been applied to the cost, it must be reflected on the itemized bill, or accompany it.
   c. Upon completion of each course and acceptance by the Human Resources Department of the above, eligible employees will be reimbursed for tuition total owed by the employee of the approved course work.
   d. There is a cap of $5,000 tuition reimbursement per calendar year. The tuition reimbursement amount is discretionary and is subject to the annual approval by management.
   e. Examples of expenses that will not be eligible for reimbursement include but are not limited to:

- Student Activity Fees
- Health/Insurance Related Fees
- Parking/Transportation Expenses
- Technology Fees
- Books and Materials
- Room & Board

Procedures

1. Applications may be obtained from the Human Resources Department. Completed applications must be submitted to the Human Resources Department **in advance** of the start of all courses to be considered for reimbursement.
2. The Department Director, Human Resources, and Executive Director will review all applications for approval or rejection.
3. The employee will be required to pay for the course, and upon satisfactory completion of the course, the employee will provide a copy of the grades, itemized bill and proof of payment for the course.
4. The Human Resources department will prepare a check requisition for reimbursement. Reimbursement will not be made to an employee who separates from employment or is no longer a regular, full-time employee.
5. Employees receiving any grant, aid, or scholarship will receive only the differential between such monies and the reimbursable costs.

Repayment

Employees must agree to continue full-time employment with EEDA for twenty-four (24) months beyond the completion of the courses to be relieved of any financial obligation for reimbursements received. Employees that leave or change their status prior to the twenty-four (24) month period will be subject to reimburse EEDA.