

## ***BENEFIT PROGRAMS***

### **EDUCATIONAL ASSISTANCE**

Training programs for the benefit of personnel will be provided when feasible at reduced or no tuition cost to the employee. Such programs are to assist personnel in the performance of assigned duties and to aid personnel in acquiring new skills to qualify for advancement.

Employees desiring to enroll in a University course at the reduced or waived tuition rate plan of study must follow the recognized guidelines. Procedures for filing a plan of study are:

Employees complete a plan of study application form (available in the Human Resources Office)

Employees submit completed form to their supervisor for approval prior to the start of the semester in which they have enrolled.

Supervisors are to forward the form to the Human Resources Office prior to the start of the semester in which the employee is enrolled.

With the appropriate approval, a full-time classified employee who can meet the academic requirements of the University may register for not more than six credit hours per semester, provided that not more than one course (maximum of four credit hours) be taken during the employee's normal work shift. Note: approval by the appropriate Vice-President is required for any plan that proposes more than six credit hours and/or more than one course being taken during the employees work shift. Time lost taking courses shall be made up at a time mutually acceptable to both the employee and the supervisor. It is important to note that any such arrangements must be approved by the supervisor, who is not obligated to give such approval. Make-up of lost time must be completed during each forty-hour work week.

Determination as to whether tuition costs are waived or reduced is dependent upon the direct benefit the selected course has upon the employee's current job assignment. This determination is made by the Human Resources Director and shall be indicated on the completed application form.

Employees receiving graduate tuition benefits will be required to pay taxes on the waived fees in compliance with IRS regulations.