

JAMES A. RHODES STATE COLLEGE
HUMAN RESOURCES POLICY STATEMENT

This policy and/or procedure provide operating principles for Human Resources issues at James A. Rhodes State College. It supersedes any prior policy covering the specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.

This policy and/or procedure is provided on-line for the convenience of access for College employees. . The file can be opened, reviewed and/or printed for reference. The original policy will be the governing copy and is on file in Human Resources.

(Specific Policy Follows on Next Page)

EMPLOYEE EDUCATIONAL TUITION REIMBURSEMENT/WAIVER POLICY

Policy 6.9
BOT 3-16-93
Revised 4-17-07
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Revised 11-14-12

Applies to: Faculty and Staff

Policy

In the interest of encouraging and aiding College personnel to plan and implement educational programs for professional development and continuing education, employees of James A. Rhodes State College may receive tuition and general fee reimbursement or tuition and fee waiver for credit courses taken subject to the following criteria:

- A. Courses taken at James A. Rhodes State College.
 1. Applicant must be a James A Rhodes State College employee and must be assigned to a regular, annual renewable position with at least a 50% FTE or an adjunct faculty member who has completed an active work assignment within the previous twelve (12) months. Employees assigned to grant funded positions are not eligible, unless the grant has funded this benefit.
 2. Administrative staff, faculty, professional/technical staff, and support staff must have completed one year of employment prior to the beginning of the semester for which waiver is requested.
 3. Employee must continue employment with James A. Rhodes State College throughout the period of educational enrollment, or forfeit this benefit. Exception: An adjunct faculty member will be eligible for one additional academic semester, including summer term, after the semester of their educational enrollment.
 4. Course(s) must be taken outside scheduled working hours. Exceptions for non-faculty: one course per semester may be taken during work hours as long as the supervisor approves, and the lost work time is made up (lunch hour will not qualify for make-up of lost time). Also, the exception applies only if suitable courses are not available outside of normal work hours. If an individual has exhausted all evening or week-end courses applicable to the individual's educational pursuit, the College will consider the request on a case by case basis.
 5. Employee should contact the Financial Aid Office to determine if they are eligible for additional sources of financial aid. The James A. Rhodes State College reserves the right to require the employee to apply for aid programs. If an employee receives financial aid which may only be applied toward tuition, and the amount is less than the total tuition required, the College will waiver the balance of the tuition due.
 6. Employee must have approvals to take a course from their supervisor or division dean (if appropriate), the appropriate executive staff member, and the president prior to enrollment.

7. Any credit course offered at James A. Rhodes State College is available to any eligible employee. Employee should review course credit with appropriate registration personnel prior to enrollment.
8. A completed and approved application, plus satisfactory completion of the course, will allow 100% of the employee's tuition and fees to be waived by the College's business office. Applicant must submit evidence of having satisfactorily completing course to business office.
9. Adjunct faculty may enroll for as many credit hours as they are currently teaching or taught during their last semester with a maximum of 3 credit hours per semester and a maximum of 12 credit hours per fiscal year.
10. Failure to comply with any of the above provisions will result in the employee paying for 100% of the tuition and fees.

B. Courses taken for credit at other institutions (not James A. Rhodes State College)

1. Applicant must be a James A. Rhodes State College employee and must be assigned to a regular, annual renewable position with at least a 50% FTE. Employees assigned to grant funded positions are not eligible, unless the grant has funded this benefit.
2. Administrative staff, faculty, and professional/technical staff and support staff must have completed one year of employment prior to the beginning of the semester for which reimbursement is requested.
3. Employee must continue employment with James A. Rhodes State College throughout the period of educational enrollment, or forfeit this benefit. Those enrolled for study during an off-duty semester or leave of absence period will be reimbursed at the end of the off-duty (or leave) semester following the enrollment period. The rate of reimbursement will be one semester's reimbursement for each semester worked after returning from off duty or leave.
4. Course(s) must be taken outside scheduled working hours. Scheduled working hours may be adjusted with the concurrence of the supervisor/Dean and executive staff member.
5. Employee is responsible for paying tuition and general fees at the time of enrollment.
6. Penalties imposed by the institution of enrollment for irregular enrollment procedures will not be reimbursed.
7. Employees receiving aid under any educational grant or financial aid program will be reimbursed only for the amount of tuition and eligible fees not paid by that program. The James A. Rhodes State College reserves the right to require the applicant to apply for financial aid programs.
8. Employee must have approval to take a course from their supervisor or division dean (if appropriate), the appropriate executive staff member, and the president prior to enrollment.
9. Reimbursement will be in the amount of three-fourths (75%) of the tuition and general fee costs with a maximum of two-thousand dollars (\$2000) reimbursed during any fiscal year.

10. Only courses applicable toward an approved degree or related to the improvement of performance in specifically assigned duties will be approved.
11. Applicant must submit evidence of having satisfactorily completed course requirements and a copy of his/her paid tuition and general fee statement (must show tuition and general fee details) to the College's Business Office. Then the applicant will be entitled to reimbursement for tuition and general fee costs including "out-of-state" tuition costs. General fees include registration fees and, for an on-line course, it includes the technology fee. Parking fees, legal service fees, book costs, etc. are not eligible for reimbursement. Also, the employee is responsible for notifying the College's Business Office in writing of any changes in class or amount of tuition or fees paid.
12. Failure to comply with any of the above provisions will result in the applicant losing eligibility for tuition reimbursement.
13. Work Commitment
An employee who receives tuition reimbursement agrees to continue to work at Rhodes State College in their current position or another position for a minimum of three (3) fiscal years after receiving the tuition reimbursement. Failure to comply with this proviso will result in the employee reimbursing the College for the tuition reimbursement monies received on the following basis:
 - Leave with no service to the College - owe 100% of tuition reimbursement monies received.
 - Leave after one year's service - owe 67% of tuition reimbursement monies received.
 - Leave after two year's service - owe 33% of tuition reimbursement monies received.
 - Leave after three year's service - owe nothing.

If an employee is involuntarily terminated by the College (i.e., discharged for cause, laid off, etc.), the above reimbursement provision will not apply.

The College reserves the right to deduct tuition reimbursement monies owed to the College from the final pay(s) of an employee who violates the work commitment described in this paragraph.

C. Procedures

Applicant should complete the tuition reimbursement/waiver form and submit it to his/her supervisor prior to beginning class (es). The supervisor should consult with the Director, Human Resources for conformity to policy guidelines; then approve or disapprove the request. If approved, the form requires the approvals of the appropriate executive staff member and the president. (If the applicant reports directly to an executive staff member then the executive staff member approves/disapproves, and seeks the president's approval.) Once approval or disapproval has been finalized, the supervisor should inform the applicant, and forward the form to the Human Resources Office and a copy of the approved form to the applicant.

For credit courses at James A. Rhodes State College, a completed and approved application will allow the tuition and fees for the approved course(s) to be waived 100% by the College's Business Office. Applicant should send a copy of grade or satisfactory completion of the course to the Business Office upon completion of the approved course(s). For credit course(s) taken at

other institutions, upon completion of the approved course(s), the applicant should submit a copy of the grade(s) and a copy of the detailed tuition and general fee payment statement to the College's Business Office for the appropriate reimbursement.