

## **EDUCATION AND TUITION REIMBURSEMENT**

### **POLICY**

Volunteers of America Chesapeake & Carolinas (hereinafter VOACC) supports employee continued education thru an education reimbursement program for employees who wish to secure increased job responsibility and professional growth.

The HR Department is responsible for administering and enforcing the Tuition Reimbursement Policy. The Sr. Benefits and Compensation Manager will communicate the policy, forward reimbursement requests to the HR Director for approval, and forward the reimbursement documentation to accounting for payment.

### **ELIGIBILITY**

- Full-time Employment
- Completion of one year of service, and is in good standing
- Actively employed with VOACC when the course is completed

Otherwise eligible employees may become **ineligible** for tuition reimbursement under this policy, if:

- Performance Counseling Statement/Employee Discipline is received within six months of pre-approval.
- Performance Counseling Statement/Employee Discipline following pre-approval, and before completion of the course.

#### **School Eligibility:**

Accredited college or university or certified continuing education provider.

#### **Course Eligibility:**

Degree programs, college credit courses, continuing education unit courses, seminars, certification testing, clinical licensing expenses, and supervision/testing expenses.

*\*Volunteers of America Chesapeake & Carolinas will determine, in its sole discretion, whether a degree program or course is business or job related.*

### **EMPLOYEE REPAYMENT SCHEDULE**

It is required that employee remain employed by VOACC for a minimum of 12 months following reimbursement of the course.

If Employee separates employment prior to 12 months following reimbursement, Employee agrees to re-pay VOACC for reimbursed tuition, based on the following reimbursement schedule:

- Termination of employment occurs within 3 months following reimbursement, employee will re-pay 100% of reimbursed tuition.
- Termination of employment occurs within 6 months following reimbursement, employee will re-pay 75% of reimbursed tuition.

- Termination of employment occurs within 9 months following reimbursement, employee will re-pay 50% of reimbursed tuition.
- Termination of employment occurs within 12 months following reimbursement, employee will re-pay 25% of reimbursed tuition.

## **PROCEDURE**

### **Application for Pre-Approval of Tuition Reimbursement:**

Employee must obtain pre-approval for tuition reimbursement under this policy.

- Employee completes Section 1 of the "Request for Tuition Reimbursement" (the form can be obtained from the VOACC Intranet, or Human Resources Department)
- Employee obtains Program Director/VP pre-approval signature in Section II

### **Application for Reimbursement upon Completion of Course:**

Within 30 days of completion of the course, employee completes Section III and forwards the completed Application for Reimbursement, receipts of payment, and copy of the final grade or certification to the Sr. Benefits and Compensation Manager.

**Tuition reimbursement funding is subject to availability and can be modified or suspended at any time without advance notification.**

## **TUTION REIMBURSEMENT**

1. Reimbursement up to \$2,500 per fiscal year will be reimbursed for expenses incurred by employee for continuing education through an accredited program that either offers growth in an area related to his/her current position, or may lead to promotional opportunities.
2. Schedule of Reimbursement:
  - "A" grade, 100% of the tuition cost
  - "B" grade, 75% of the tuition cost
  - "C" grade, 50% of the tuition cost
3. VOACC will reimburse employee 100% for courses in which the employee receives a grade of "PASS, if no other grade option is available for the course.
4. Reimbursement rates are not affected by grades that are accompanied by a plus sign (+) or a minus sign (-). Thus, for example, an eligible employee who receives a B+ will be reimbursed at 75%. Likewise, an eligible employee who receives a B- will be reimbursed at 75%.

### **Tuition and eligible fees are not reimbursable when employees:**

- a. receive duplicate or comparable fees from another institution or agency, grant, scholarship, Veterans' Education Benefit, or other financial aid; or

- b. voluntarily terminate employment, or are terminated for cause, prior to course completion, or
- c. have not received advance approval

**TAX CONSIDERATIONS**

Taxability of payments under the tuition reimbursement plan is in accordance with current Internal Revenue Service guidelines.

**WORK SCHEDULE LIMITATIONS**

- a. Unless specific approval of both the employee's supervisor and Human Resources Department is obtained in advance, an employee may not take a course during scheduled working hours.
- b. When the educational program requires being away from one's job during normal work hours, the employee and her or his supervisor must agree on such a schedule in advance and make necessary arrangements to assure that expectations for ongoing work assignments are met.
- c. No legal or contractual obligations for overtime premium can be incurred as a result of employee taking a course that will be reimbursed under this policy during their scheduled working hours.
- d. Participation in the tuition reimbursement program should not in any way interfere with the employee's ability to perform his or her job.

**ACKNOWLEDGEMENTS**

By accepting Tuition Expense Reimbursement from VOACC, and per the Employee Re-payment Schedule stated above, Employee agrees to repay VOACC reimbursed tuition, within 10 days of termination, should employment termination occur within the 12 month period following Tuition Reimbursement. Employee further agrees that if hours worked are to be paid following termination, reimbursed tuition due VOACC, will be deducted from final pay.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name