

## Administrative Employee Tuition Reimbursement Program

**POLICY** 

Motion No.	EXEC 1013-2022
Effective Date	6/21/2022
Responsible	Human
Department	Resources
Attorney Review	N/A
/ Date	

The College benefits by having a highly trained and educated workforce. Therefore, the College will provide financial resources to encourage administrators to attain for-credit academic credentials that will benefit the College.

To be eligible for reimbursement, administrators must:

- 1. Have been employed as a full-time administrator at the College for a minimum of 12 months and are not in grant funded positions,
- 2. Complete for-credit course work from an accredited institution of higher education,
- 3. Provide justification that the coursework is related to their current job responsibilities or to future job responsibilities that administration feels are necessary to support the College,
- 4. Attain approval from the administrator's direct supervisor and respective Cabinet member; and
- 5. Complete the course with a B grade or higher.

Reimbursements of up to 50% of tuition may be requested, however, reimbursements will be dispersed according to demand and budgetary constraints.

Effective Date	Motion Number	Document Author	Description of Change
6/21/2022	EXEC 1013-2022	President / Human Resources	Policy was renamed and rewritten to provide clarification
2/26/2013	EXEC 1001-2013	Human Resources	Initial Release