Policy Title: Tuition Reimbursement Program

Program or Department: All Departments/ Programs

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Title of Staff Member(s) Responsible for Implementation: Managers, Human Resources and Finance

Policy Statement Date Written: 12/07/07
Policy Statement Date Revised: 10/08/09
Policy Statement Date Approved by Board: 01/23/08
Policy Statement Date Approved by Policy Council:

Procedures Written/Revised by: Julie Colangeli, Benefits and Wellness Specialist
Procedures Date Revised: 09/30/20
Procedures Date Approved by Senior Administration: 09/30/20

Policy:
The tuition reimbursement program provides eligible employees with the opportunity to obtain or improve agency-related capabilities through participation in courses of study at approved colleges and universities. Children’s Friend will partially reimburse eligible employees for courses that are relevant to a work field within the agency. It is the agency’s intention to encourage professional development for its employees.

Procedure:
1. To be eligible for tuition reimbursement employees must be full time, must have completed their introductory period (6 months of consecutive service with the agency), must be on the payroll when the course is completed, and must get approval from the program manager and Chief of Talent. Courses are not eligible if they began before the employee’s hire date.

2. The agency will reimburse eligible employees for tuition fees (expenses for books, supplies, registration, parking, or student activities are not reimbursable) paid to approved colleges and universities.
3. All associates, bachelors, masters, and certificate courses (required and elective) that are relevant to a work field within the agency are eligible for reimbursement. The employee’s program manager and Chief of Talent will determine if the course is relevant to a work field of the agency.

4. The agency will reimburse employees at the conclusion of a successfully completed course.

5. The employee must earn a grade of “C” or “Pass” (for courses in which a letter grade is not available) and provide proof of course completion in order to be reimbursed. No reimbursement will occur for grades lower than a “C” or “Fail”.

6. The agency will reimburse eligible employees the lower of 50% of the course cost or $500 per semester with a $1,000 calendar year annual maximum for all eligible courses of study relevant to a work field within the agency.

7. Employees must obtain pre-approval for tuition reimbursement from their program manager and the Chief of Talent. To do so, employees must complete and submit to Talent, a “Request for Tuition Reimbursement Pre-Approval” form. Talent will ensure that the form is filled out completely and approved by the program manager and the Chief of Talent and will file the “Request for Tuition Reimbursement Pre-Approval” form in the participant’s employee file.

8. Employees will not take courses that would hinder their work assignments.

9. Upon completion of the course, the employee must complete and submit to Talent, a “Request for Tuition Reimbursement” form, proof of payment for the course, and proof of a successfully completed course. Talent and the Finance Department will ensure that proof of payment for the course, proof of a successfully completed course, and a “Tuition Reimbursement Pre-Approval” form were provided before reimbursing the employee on the upcoming payroll.