

3354:1-41-02.10 Non-bargaining employees' tuition reimbursement procedure.

(A) The College shall offer a tuition assistance/reimbursement benefit to all eligible full-time employees. To be eligible, an employee must have at the time of application:

- (1) an active employment status,
- (2) a satisfactory attendance and performance record, and
- (3) two years of continuous full-time service

(B) Courses eligible for reimbursement must meet the following criteria:

- (1) Obtained from an accredited institution,
- (2) Not offered at Cuyahoga Community College,
- (3) Bachelor, Master or Doctorate level, and
- (4) Have demonstrated job relevance, ability to improve an individuals' effectiveness in a current assignment, prepare an individual for advancement within their professional/technical area to roles at the College with greater responsibility, and/or prepare an individual for roles at the College that reasonably broaden their knowledge and skills.

(C) Application process

- (1) Before the employee registers, the employee must submit a completed Tuition Reimbursement Application to the employee's immediate supervisor.
- (2) The supervisor will review the request and approve/disapprove based on the criteria identified in (B)(1)-(4).
- (3) Upon approval of the supervisor, the employee will forward the Application to the Office of Human Resources.
- (4) The Office of Human Resources will approve/disapprove the Application based on the criteria identified in (B)(1)-(4) and available funds.
- (5) The Office of Human Resources will notify the employee of approval/disapproval within ten (10) business days of receipt of the Application.

(D) Reimbursable expenses

- (1) Tuition
- (2) Lab and clinical fees
- (3) Books (up to \$125.00 per course)

(E) Excluded expenses

- (1) Processing fees
- (2) Parking fees
- (3) Transportation fees (mileage)
- (4) Wireless or remote user fees
- (5) Travel (off site sessions or residencies)
- (6) Materials or supplies
- (7) Any other ancillary fees

(F) The College will make any tuition reimbursements in accordance with the Educational Assistance Program of the Internal Revenue Code, Section 127. The maximum calendar year reimbursement is \$5,250. The maximum is calculated based on when reimbursement is made, not when the course was taken.

(G) Reimbursement Process

- (1) The individual requesting reimbursement must be an active employee of the College at the time of reimbursement request and payment in order to receive reimbursement.
- (2) Within 45 days of the course completion, the employee must submit the following documents to the Office of Human Resources: a. Completed Tuition Reimbursement Request form, b. Official transcripts, and c. Detailed receipts for reimbursable expenses
- (3) The College will only reimburse the employee for courses where the employee earned a grade of B or higher.
- (4) Approved reimbursements will be processed within 30 days of receipt by the Office of Human Resources.

(H) Employees are eligible for up to four (4) years of reimbursement per degree.

(I) Employees are expected to attend courses during their non-working hours.

(J) Should an employee voluntarily separate employment for any reason within one (1) calendar year of reimbursement, the full amount of the reimbursement received during the previous one (1) calendar year period, must be reimbursed back to the College. Undispersed wages and/or vacation/sick accrual payouts may be applied against this amount at the discretion of the College and may be recovered by such other methods as allowed by law.

(K) This procedure does not in any way commit the College to continue employment or guarantee promotion or advancement of the employee.

(L) This benefit is subject to available budget funds. The College reserves the right to revoke this procedure and modify the tuition reimbursement benefit at any time and without prior notice.

(M) The Vice President of Human Resources or the Vice President's designee is hereby authorized and directed to take all steps necessary and appropriate to implement this procedure.

Effective date: June 1, 2020

Prior Effective Date: January 1, 2018

Procedure amplifies: 3354:1-41-02