

**6Hx19-5.33 REIMBURSEMENT FOR TUITION FOR FULL-TIME AND REGULAR PART-TIME EMPLOYEES**

The purpose of this Board Rule is to establish the Board’s policy regarding the reimbursement of tuition for the College’s full-time and regular part-time employees.

A full-time employee or a regular part-time employee who is employed at the College on at least a half-time basis may be reimbursed for tuition related to a course or courses taken at any accredited institution of higher education. Courses should be selected to upgrade skills and improve job effectiveness. Reimbursement is calculated on a fiscal year basis (July 1- June 30). The amount of reimbursement depends on the level of courses for which an employee registers and whether the employee is full-time or regular part-time.

Procedures and tuition reimbursement guidelines are described in Internal Management Memorandum (IMM) #5-3 *Employee Tuition Reimbursement Guidelines and Procedures*.

Rule Adopted: 5/19/75; 8/25/75; 9/20/76; 11/21/77; 10/15/79; 11/19/79; 9/19/83; 6/17/85; 12/16/85; +10/15/91; 3/21/95; 1/16/96; 4/8/97; \*7/21/98; +9/15/98; ■3/08/00; \*7/13/00; 9/19/00; \*9/16/03; 11/18/03; ■02/16/09

Effective Date: 6/9/75; 10/7/75; 10/24/76; 11/21/77; 10/15/79; 11/19/79; 9/19/83; 6/17/85; 12/16/85; +5/1/91; 3/21/95; 1/16/96; 4/8/97; \*7/21/98; +7/21/98; ■3/08/00; \*7/13/00; +7/13/00; \*9/16/03; \*9/16/03; ■02/16/09

Legal Authority:

General Authority: FS 1001.64; 1001.02

Other References: FAC 6A-14.029

Law Implemented: FS 1001.64(1)(2)(12)(18)

Proposer: Timothy L. Beard, President

+Retroactive Approval

\*Emergency Adoption

■President’s Cabinet Approval - Non-Substantive/Editorial

Administrative Reviewed – no changes recommended: 4/30/18