

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

This Board Policy authorizes the reimbursement/waiver of tuition for eligible College employees.

Eligibility Requirements for Tuition Reimbursement and College Tuition Waivers

Employees in established benefit eligible positions who have completed their initial probationary period are eligible for a waiver for College credit courses (up to six (6) credits) or reimbursement for college-level courses (up to six (6) credits) taken at institutions other than the College. Employees must be in good standing with no disciplinary action or Performance Improvement Plans (PIPs) within the last twelve (12) months.

Tuition Reimbursement for Non-College Courses

Tuition reimbursement is contingent upon the availability of funds, prior approval of the course(s) taken, proof of satisfactory completion of the course, and evidence of payment of fees by the employee.

Tuition Reimbursement for contract/grant employees is contingent on grant funding and approval of the contract/grant project director.

Contingent upon the availability of funds, employees in established positions may be reimbursed for accredited college or university tuition costs, not to exceed six (6) credit hours per term. Such reimbursement shall be prorated based on the full-time equivalent (FTE) of the position. The College shall not reimburse an employee for application fees, lab fees, books, or supplies.

Employees who are enrolled in classes at a university or at a different site must use annual leave if they attend classes during their usual work hours unless an alternate work schedule has been approved by the employee's supervisor and Human Resources.

Tuition Waivers for College Courses

Eligible employees may register for courses offered by the College, without payment of resident per credit hour fees for a specified maximum credit or equivalent hours per semester (pro-rated per FTE). This does not include additional fees such as lab fees or other special fees.

Employees must have the prior written approval of their immediate supervisor and Human Resources.

All employees who seek to utilize this benefit must meet the admission requirements of the College.

Employees may register for up to six (6) credit hours per semester. College tuition waivers cannot

be used for certification programs.

Employees enrolled in courses with the College must use annual leave to attend classes if scheduled during the workday.

Rule Initially Adopted: 5/19/75

Revision Date: 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;
3/2/26

Legal Authority:

General Authority: FS 1001.64; 1001.02

Other References: FAC 6A-14.02
Law Implemented: FS 1001.64(1)(2)(12)(18)