



4.1.040

Educational Reimbursement Policy

Date of last board of trustees review: March 13, 2024

The originator of this policy is People & Workplace Culture. Questions regarding this policy may be directed to the originator by calling 801-957-4210.

1. Policy

Salt Lake Community College provides an educational reimbursement benefit, within allocated resources and available funds, to qualified full-time employees and encourages participation and completion of additional education.

2. References

Reserved



4.1.040

Educational Reimbursement Procedure

Date of last executive cabinet review: November 28, 2023

The originator of this procedure is People & Workplace Culture. Questions regarding this procedure may be directed to the originator by calling 801-957-4210.

3. Definitions

See [Personnel Definitions](#)

4. Procedures

A. Eligibility

1. Employee Eligibility

Employees are eligible who have been employed on a regular, full-time basis for at least one year prior to the first day of class.

2. The following programs are eligible for educational reimbursement:

- a. any degree-seeking programs at accredited colleges and universities in the United States;
- b. graduate-level courses taken outside of a degree-seeking program at accredited colleges and universities in the United States; and
- c. the University of Utah's Community College Leadership and Training Certificate program.

B. Expenses

1. Eligible Expenses

- a. Employees may be reimbursed for expenses incurred for tuition and mandatory fees such as laboratory fees, student activity fees, professional practice, building use fees, etc., for courses in the pre-approved development plan.
- b. These courses are to be taken during non-working hours, but an exception may be made by the supervisor. Nevertheless, participating employees are expected

to continue to give their full measure of time and talent to the college. Regularly scheduled productive work is expected to continue while using this benefit.

2. Ineligible Expenses

Expenses incurred for books, parking, and non-mandatory fees such as admission fees, late registration fees, add/drop fees, challenge exam fees, student identification card fee, and property deposit.

C. Maximum Benefit Payable

Reimbursement is limited to \$2500 per employee for course work in each fiscal year. Funding commitments will be processed on a first-come, first-served basis. Funding commitments will expire at the end of the fiscal year.

D. Condition for Reimbursement

The employee must follow these steps:

1. Submit the [Application for Participation in the Educational Reimbursement Program](#).
2. The application includes a Career Development Plan. The career development plan must include the following:
 - a. the name of the accredited institution;
 - b. the purpose and benefit of the program to the employee's position;
 - c. indicate the estimated time of completion;
 - d. the estimated total cost of the program; and
 - e. supervisor approval.
3. The application and career development plan must be approved by the supervisor.
4. After supervisor approval, the application and career development plan will be submitted to PWC.
5. Once submitted to PWC, the initial application will be valid for the authorized career development plan and reimbursement duration.
6. Proof of Completion

Provide a Request for Reimbursement Form, registration receipt, and proof of a "C" or better, or, in the case of courses where no grade is given, provide proof of satisfactory completion to be eligible for reimbursement.

E. Full-Time Regular Work

1. Employees must maintain a regular, full-time work schedule during the term of the course and be a full-time, regular employee at the course's completion date.
2. If employment is terminated at the college for any reason other than involuntary separation within one year of an educational reimbursement, the employee must return a prorated portion of the educational reimbursement funds dispersed by the college to the employee.

F. Reimbursement

Reimbursement will be paid to the participant through Accounts Payable after the employee submits proof of satisfactory course completion.