

I. 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.

II. REFERENCES

Reserved

III. DEFINITION

See [Human Resources Definitions](#).

IV. 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. Institutional Eligibility

Eligible institutions include any accredited college/university in the United States, in addition all credit/non-credit courses offered by Salt Lake Community College not covered by the college Tuition Benefit Policy are eligible.

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 \$2000 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. Application for Participation in the Educational Reimbursement Program.

- a. The application must be approved by the supervisor.
- b. The application will be in place for the duration of the approved development plan and reimbursement.
- c. Submit the application to the Human Resources office.

2. Career Development Plan

- a. Attach a career development plan and an estimate of the registration cost. The career development plan must include the following:

- (1) the name of the accredited institution;
- (2) the purpose and benefit of the program to the employee's position;
- (3) indicate the estimated time of completion;
- (4) the estimated total cost of the program; and
- (5) supervisor approval.

3. 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 in order to be eligible for reimbursement.

4. Full-Time Regular Work

Maintain a regular, full-time work schedule during the term of the course and be a full-time, regular employee at the date of completion of the course.

5. All employees participating in the educational reimbursement program must sign an agreement to continue working for Salt Lake Community College one year after completion of their program.
6. If employment is terminated at SLCC for any other reason than involuntary separation, the employee must pay back 100 percent of the funds reimbursed.

E. Reimbursement

1. Reimbursement will be paid to the participant with the next regular, full-time payroll schedule after proof of satisfactory completion of the course is submitted to Human Resources.
2. Payments are subject to federal income taxes and Social Security taxes, but do not qualify as salary for retirement purposes.

Date of last cabinet review: October 18, 2016

The originator of this policy & procedure is Human Resources. Questions regarding this policy may be directed to the originator by calling 801-957-4210.