

Policy Manual



Title: Educational Benefits for Employees	Number: 6Hx2-3.58
Legal Authority: Fla. Statutes 1001.64(4) Fla. St. Bd. of Admin. Rules 6A-14.029 (2)(a)(1)	Page: 1 of 5

GENERAL STATEMENT

The college shall provide assistance to those full-time employees who have successfully passed a probationary performance review with a score of three (3) or higher, have a successful annual performance review on file with a score of four (4) or higher, or are classified as an Administrator, their spouses, domestic partners, and dependent children who wish to pursue additional education. UFF members should refer to the UFF Collective Bargaining Agreement (Article 6.51) for assistance and/or reimbursement provisions. The college shall offer two programs to provide this assistance: (1) the Tuition Assistance Program provides waivers to all full-time employees, their spouses, domestic partners, and dependent children for courses taken at Broward College and (2) the Tuition Reimbursement Program provides reimbursement to full-time regular employees for college courses taken at regionally accredited institutions other than Broward College that are directly related to current or potential employment at Broward College.

A full-time regular employee who receives tuition reimbursement shall sign a promissory note stating that the funds shall be repaid to the College if the employee leaves the College within one year from the date of completion of the course.

THE POLICY and THE FACULTY AND STAFF

The Tuition Assistance Program - Benefits Available for Attendance at Broward College

For Employee, Spouse, Domestic Partner, and Dependent Child(ren)

1. Tuition assistance shall be limited to a maximum of 6 credit hours or its credit-hour equivalent per term (I, II, and III) and a maximum of 18 credit hours or its credit-hour equivalent per academic year per person. These stated requirements apply to tuition fees for employees taking bachelor level courses.
2. The College will pay in-state tuition fees for the first attempt of any course. The College will pay in-state tuition fees for a second attempt only when the second attempt is due to issues other than poor or disappointing performance. The employee, dependent, spouse, or domestic partner will be required to reimburse the college for any course attempt in which the employee, dependent, spouse, or domestic partner does not receive a grade of 'C' or better. The College will not pay tuition fees beyond the second attempt.
3. The employee, spouse, domestic partner and dependent child(ren) will be responsible to pay all other fees, including but not limited to application fees, laboratory fees, ID card fees, health fees, athletic fees, parking fees, technology fees, distance learning fees, auxiliary fees, special examination fees, out-of-state fees, books and supplies, and any other special fees as applicable.
4. All credit courses must be taken and completed for college credit and cannot be taken for audit.

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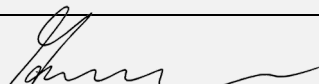
5. All normal college admissions and prerequisite requirements must be met and all regular registration procedures followed.
6. In order to receive tuition assistance, written approval to register for course(s) must be obtained from the appropriate supervisory personnel prior to enrollment in the course(s).
7. It is left to the discretion of the immediate supervisor as to whether the employee can take courses during regular work hours, and, if permitted, a revised schedule must be submitted to Human Resources Records Management.
8. Once approved, the employee/spouse/domestic partner/dependent child(ren) can register for the course(s).
9. Tuition assistance may not be applied to courses without prior written approval.
10. The BC waiver (tuition assistance) can only be used if the employee is fully employed as of the first day of the term/session for which s/he is applying for the waiver.

For Employees Only

1. Continuing education non-credit base course fees may be waived up to a maximum equivalent of the dollar value of in-state tuition fees for 6 credit hours at the rate of the associate degree level courses per term (I, II, and III) and a maximum equivalent of the dollar value of in-state tuition fees for 18 credit hours at the rate of the associate degree level courses per academic year.
2. In order to receive tuition assistance for continuing education non-credit course(s), written approval to register for the course(s) must be obtained from the appropriate supervisory personnel prior to enrollment in the course(s).
3. Retired and emeritus employees may be eligible for education benefits as detailed in policy 6Hx2-3.41 Retired and Emeritus Standing.

For Spouses, Domestic Partners, and Dependent Children

1. For the purposes of this policy, a dependent child is one who is 24 years old or younger and for whom the employee is responsible for financial support.
2. Spouses, domestic partners, and dependent children of all full-time employees are eligible under the same provisions as employees for tuition assistance for credit courses only offered at Broward College, and are not eligible for tuition assistance for continuing education non-credit courses.

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3. The lifetime maximum for 1000 and 2000 (associate degree) level courses is 80 credit hours and for 3000 and 4000 (bachelor degree) level courses is 80 credit hours or the equivalent per spouse, domestic partner, and dependent child.

The Tuition Reimbursement Program Benefits for Attendance at Other Institutions

Subject to approval and the availability of funds, the tuition reimbursement program* allows for the following:

1. All continuing contract and on track faculty members and all full-time regular, non-faculty employees, as defined in the College's salary schedule, can enroll in college credit courses at regionally accredited degree-granting educational institutions, and be reimbursed for the tuition expense.
2. Tuition reimbursement for contract/grant employees may be awarded based on the contract/grant guidelines and the approval of the contract/grant project director and the Executive Director of Talent and Culture, subject to the availability of contract/grant funds.
3. Whenever a full-time regular employee transfers without a break in service from a full-time regular position to a full-time temporary position s/he will continue to be eligible for tuition reimbursement benefits as per this Policy.
4. The College will provide tuition reimbursement for no more than 12 credits per academic year for the actual tuition paid by the employee at any regionally accredited degree-granting college or university at the current-year basic in-state tuition rate of Florida Atlantic University (FAU) or Florida International University (FIU), adjusting for equivalent credit hours at FAU or FIU. For employees registered with institutions other than FAU or FIU, the College will reimburse the actual cost of the course or the average of the current-year basic in-state tuition rate at FAU and FIU, whichever is lower, adjusting for equivalent credit hours at FAU or FIU.
5. Reimbursement will be limited to the cost of tuition only. The employee will be responsible to pay all other fees, including but not limited to application fees, laboratory fees, ID card fees, health fees, athletic fees, parking fees, technology fees, distance learning fees, auxiliary fees, special examination fees, out-of-state fees, books and supplies, and any other special fees.
6. The academic year begins with the fall term, i.e. classes generally starting in August; however, reimbursement funds are budgeted on a fiscal year, i.e. July 1-June 30. Approval for reimbursement will be based on the date the pre-approved application is received and the availability of funds within a fiscal year.

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7. Spouses and dependent children are not eligible for tuition reimbursement.
8. In order to receive tuition reimbursement, approval to register for course(s) must be obtained from the appropriate supervisory personnel and the Executive Director of Talent and Culture or his/her designee prior to enrollment in the course(s).
9. Based upon the operational needs of the department, an assessment of the benefit to the College, and a determination of whether the course(s) is/are directly related to current or potential employment at Broward College, the supervisor may determine whether the employee can take course(s) during regular work hours. Access to such opportunities shall be provided on an equitable basis and, if permitted, a revised work schedule must be submitted to Human Resources Records Management.
10. Only coursework that is completed with a grade of 'C' or better will be eligible for reimbursement. Passing and satisfactory grades are considered equivalent to a grade of 'C' or better, when a Pass/Fail or Satisfactory/Unsatisfactory grading scale is used by the institution awarding grades.
11. Reimbursement for dissertation credits will be limited to 20% above the minimum number of dissertation credits required for the degree program. The initial request for reimbursement of dissertation credits must be accompanied by a catalog description stating the minimum number of dissertation credits required.
12. Employees who receive tuition reimbursement in excess of that allowed by Internal Revenue Service guidelines in a calendar year must pay federal income tax on the amount reimbursed.
13. The College will provide tuition reimbursement for actual tuition paid by the employee, as set forth in this section; the College will not reimburse for scholarships or grants received as this does not constitute an out-of-pocket tuition expense.
14. Tuition reimbursement may not be applied to coursework completed during prior academic years.
15. Within 90 days of completion of the approved course(s), the employee shall complete a Workday Expense Report and attach a copy of the grade report or transcript (must earn a "C" or better to be eligible for reimbursement), along with the itemized paid fee receipt for tuition reimbursement to the Human Resources Benefits Department.
16. Employees submitting a Workday Spend Authorization Request for tuition reimbursement agree to the Tuition Repayment provisions in accordance with applicable collective bargaining agreements and or College Policy 6Hx2-3.58.

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*Specific Collective Bargaining Agreements may vary from this policy and may be amended from time to time.

IMPLEMENTATION and OVERSIGHT

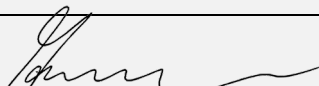
The Executive Director of Talent and Culture has responsibility for the implementation and oversight of the tuition reimbursement portion of this policy and the Senior Associate Vice President, Student Financial Services has responsibility for the implementation and oversight of the tuition assistance portion of this policy.

VIOLATION OF POLICY

Violations and appeals to the tuition reimbursement portion of this policy will be investigated by the Executive Director of Talent and Culture and/or his/her designee. Appeals to the tuition assistance portion of this policy will be investigated by the Senior Associate Vice President, Student Financial Services and/or his/her designee. Violations of this policy shall also subject the employee to appropriate disciplinary action up to and including termination.

For non-represented employees, action will be taken pursuant to the terms and conditions of the relevant employment contract, if applicable.

For full-time Faculty, refer to the Collective Bargaining Agreement between The Board of Trustees of Broward College and United Faculty of Florida, Broward College Chapter, Article 6.51

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