

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: Page 1 of 5

GENERAL STATEMENT

The College shall provide assistance to part-time employees, employees classified as Administrator or full-time Professional-Technical Staff (PTS), full-time employee's dependents which include their spouses, domestic partners, and dependent children who wish to pursue additional education, provided that – in the case of PTS employees – the employee has successfully passed a probationary performance review with a rating or score that indicates the employee has met or exceeded expectations, or has a successful annual achievement appraisal on file with a rating of “Meets Expectations” or higher. 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 employees on payroll and full-time employee's spouses, domestic partners, dependent children and to children of deceased employees for courses taken at Broward College and (2) the Tuition Reimbursement Program provides reimbursement to full-time 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 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

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 for full-time employees or a maximum of 9 credit hours for part-time employees 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 apply a tuition waiver for the first attempt of any course. The College will apply a tuition waiver for a second attempt only when the second attempt is due to issues other than poor or disappointing performance. The employee, dependent, dependent of a deceased employee, 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, dependent child(ren), and dependent of a deceased 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

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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.
5. 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 they are 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 for full-time employees and 9 credit hours for part-time employees 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 Child(ren)

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

For Dependent Child(ren) of Deceased Employees

1. For the purposes of this policy, a dependent child of a deceased employee is one who is 24 years old or younger and for whom the employee was responsible for financial support.

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2. For purposes of this policy, a deceased employee is defined as a full-time employee working for the College at the time of death.
3. Dependent children of deceased 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.
4. The lifetime maximum for 1000 and 2000 (associate degree) level courses is 80 credit hours and for 3000 and 4000 (bachelor's degree) level courses is 80 credit hours or the equivalent per spouse, domestic partner, and dependent child.
5. For purposes of the policy, dependent children of a deceased employee are eligible for this benefit if the eligible employee passed on or after July 1, 2017.

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 annual contract faculty members and all full-time, 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. 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.
3. 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.

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4. 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.
5. Spouses, dependent children, and children of deceased employees are not eligible for tuition reimbursement.
6. In order to receive tuition reimbursement, approval to register for course(s) must be obtained from the appropriate supervisory personnel and the Vice President, Talent and Culture or designee prior to enrollment in the course(s).
7. 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 Talent and Culture Records Management.
8. 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.
9. 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.
10. 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.
11. 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.
12. Tuition reimbursement may not be applied to coursework completed during prior academic years.
13. 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 Talent and Culture

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Benefits Department.

14. 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.

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

IMPLEMENTATION and OVERSIGHT

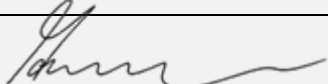
The Vice President, Talent and Culture has responsibility for the implementation and oversight of the tuition reimbursement portion of this policy and the Vice President, Finance has responsibility for the implementation and oversight of the tuition assistance portion of this policy.

VIOLATION OF POLICY

Violations and appeals to the tuition reimbursement portion of this policy will be investigated by the Vice President, Talent and Culture and/or designee. Appeals to the tuition assistance portion of this policy will be investigated by the Vice President, Finance and/or 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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