



<p align="center">Policy Title Life-Long Learning Recognition</p>	<p align="center">Original Adoption Date 7/1/2005</p>	<p align="center">Policy Number HR-304</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Executive Director of Human Resources</p>	
<p align="center">Policy Statement</p> <p>Lakeshore Technical College recognizes monetarily, certain educational achievements.</p> <p>A. Eligibility: Life-Long Learning payment is applicable to all managers, support staff and faculty based on the following:</p> <ul style="list-style-type: none"> • Employed with the college for a minimum of two years. • Work schedule must be a minimum of 1200 annual hours. <p>B. Applicable Payment: Payment upon attainment of the following degree is as follows:</p> <ul style="list-style-type: none"> • Associate degree \$250.00 • Bachelor’s degree \$500.00 • Master’s degree \$1,000.00 • Doctorate \$1,500.00 <p>C. Notice: Employee or employee’s manager will notify Human Resources with graduation date. Official transcripts need to be on file in the Human Resources Department before payment is made.</p> <p>D. Life-Long Learning Payment: Applicable payment amount will be based on the degree received. Payment for this benefit is dependent on the availability of funds.</p> <p>Other: The Life Long Learning payment is based on the employee’s continued employment at the College for a minimum of two years. If an employee terminates within two years of degree attainment, the employee will reimburse the College the stipend amount. The exception to this are for LTC retirees and those staff required by LTC to complete the degree.</p>		
<p align="center">Reason for Policy</p> <p>LTC recognizes employees for degree attainment.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Created/Adopted: 7/01/05 Reviewed/Revised: 7/01/10; 1/22/13, 2/19/14; 7/1/14; 7/1/17; 5/21/19</p> <p>Legal Counsel Review and Approval: Board Policy: III.B. People Treatment</p>		
<p align="center">Definitions</p>		