



Policy Title Tuition Reimbursement	Original Adoption Date 7/01/1973	Policy Number HR-211
Responsible College Division/Department Human Resources	Responsible College Manager Title Chief Human Resources Officer	
Policy Statement		
<p>Course work activities are eligible for reimbursement. The "Course Reimbursement" form is to be used for this purpose. To initiate reimbursement, a copy of the credit transcript and/or grade report must be attached to the signed "Course Reimbursement" form.</p> <p>Tuition Reimbursement Guidelines:</p> <ul style="list-style-type: none"> • Support staff, faculty and management must be employed with the College for a minimum of one year. • Support and management staff working a minimum of 1200 scheduled hours per year and faculty scheduled a minimum of 792 hours per year are eligible for tuition reimbursement. • Full-time staff are eligible for 12 credits per year (fiscal year, July 1 - June 30). • Part-time staff (are eligible for 6 credits per year (fiscal year, July 1 - June 30). • Employees will be reimbursed the per credit amount not to exceed the state approved tuition rates (or the actual cost of the course and book fee--whichever is less). • Reimbursement will be made by the College after satisfactory completion of the course with a grade of "B" or above. • Staff must maintain employment for two years after payment or refund College employee's reimbursement. This will be waived for retirees and those who are in an approved educational development plan or are required to obtain a degree within a specific timeframe. • Course work taken during worked hours must be approved by and arranged with the immediate manager and appropriate leave taken. <p>For staff who are in an approved educational development plan or are required to obtain a degree within a specific timeframe, the credit limit will be waived.</p>		
Reason for Policy		
LTC believes that personal and professional growth of its staff is important to continue to provide an excellent educational environment for customers.		
Cross References and Legal Review		
<p>Created/Adopted: 7/01/73 Reviewed/Revised: 7/76; 7/77; 3/19/81; 9/19/85; 11/16/89; 5/19/93; 08/98; 7/01/02; 6/02/03; 11/19/10; 1/22/13; 7/1/14, 12/4/15; 6/14/17 Legal Reference: Cross Reference: Management & Support Staff Professional Development/Growth & In-service Activities Legal Counsel Review and Approval: Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.C. Compensation and Benefits, III.D. Budgeting/Forecasting</p>		
Definitions		