

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Education and Training**

Standard: **TUITION REIMBURSEMENT**

Section #: G-2

Effective: July 8, 2008

Revised August 3, 2018

See Also: Career Development; Manager and Supervisor Training

GENERAL STANDARD

The Authority's tuition reimbursement program provides eligible employees opportunities to obtain additional education and/or training, enabling them to perform more effectively in their current positions and to prepare for future career opportunities with the Authority.

SPECIFIC STANDARDS

- ❑ Full-time employees are eligible to apply for participation in the Authority's tuition reimbursement program.
- ❑ Tuition reimbursement may be authorized for courses offered through approved and accredited technical training institutions, vocational or trade schools and colleges or universities.
 - Courses must be either job related and provide additional skills and competencies that will enhance employees' performance in their current positions or prepare them for advancement opportunities in their current or a related career progression with the Authority; or
 - The Authority, in its sole discretion, may approve tuition reimbursement for general courses leading to baccalaureate or graduate degree when an employee's service with the Authority and quality of performance indicate it is in the interests of both the Authority and the employee to pursue a degree program. Approval of individual courses does not imply or approval of future requests for tuition reimbursement for courses in the same degree program nor does approval imply continued employment by the Authority.

- ❑ Requests for tuition reimbursement must be approved by a Talent, Culture & Capability Department representative *before* class starts.
- ❑ The maximum reimbursement is \$5,000 per employee per calendar year.
- ❑ The following expenses are reimbursable, providing the other requirements and conditions outlined in this Standard are met:
 - Tuition or course fees;
 - Required textbooks and other required course materials;
 - Required laboratory fees;
- ❑ Employees may receive reimbursement upon satisfactory completion of courses approved in advance and upon presentation of acceptable documentation of the employee's actual expenses.
 - For purposes of this Standard, *satisfactory completion* means obtaining a course grade of a "C" or better. In the event of a Pass/No Pass option the employee must receive a "Pass".
 - To receive reimbursement, the employee must submit the pre-approved application, original grade report and all required receipts no later than six months after course completion.
 - Reimbursement will not be provided for tuition, books and other eligible expenses that are funded through a State, Federal or University Grant which requires no repayment by the employee.
- ❑ If required by federal and/or state laws, taxes will be withheld from the employee's reimbursement.
- ❑ The tuition reimbursement program is provided in the Authority's sole discretion and does not guarantee promotion, transfer or continued employment with the Authority. The tuition reimbursement program can be modified or discontinued at any time at the Authority's sole and absolute discretion.