

Procedure No. 10.011

**Educational Benefits**

Date Issued: 06/07/91

Date Effective: 07/01/91

Issued By: Human Resources

Purpose: To provide policy and procedures for participation of employees in the Clarion University educational benefits program.

Policy:

It is the policy of Clarion University to provide educational opportunities for active full-time employees. The program applies only to courses offered for credit by the University, including programs offered through independent study. Benefits under this policy shall not apply to certain workshops, non-credit courses, audited courses, or special course fees. Fee structures of the University are subject to change without notice.

Requirements: Employees must first satisfy employment demands, and full-time employees will not simultaneously be full time students. Consequently, no more than 6 hours of undergraduate courses and no more than 6 hours of graduate courses will be permitted per semester.

To qualify for out-service training benefits, an employee must be on the payroll by the first day of the semester. The employee must complete an out-service training approval form and submit it to her/his immediate supervisor. The supervisor, in turn, forwards the form to the appropriate Vice President or Provost for final approval. The Human Resources Department will receive the approval form for disbursement of funds.

Guidelines: Classes/workshops/seminars submitted for reimbursement should be job related or demonstrate that job skills will be enhanced or improved. The employee must register and pay all fees for the course including tuition. Reimbursement will only be made for tuition fees, laboratory fees, and other required fees.

Reimbursement will not be made for books, instruments, materials retained by the employee, or travel expenses.

If class attendance requires that the employee be absent from his/her regular work schedule, the employee will not be compensated during the period of absence unless the course is required by the supervisor. When an employee is required to take a course, special authorization is noted on the request form. Where feasible a supervisor may arrange to have the time made up, if it can be done during the same work week.

Guidelines: The employee must successfully complete the class/workshop/seminar and provide certification of successful completion to the Human Resources

Department. All classes must be completed with a "C" or better to qualify for tuition reimbursement.

Employees are allowed to take only one class during a normal working day with the approval of the supervisor. An additional course may be attempted during non-working hours. However, in a twelve month period, employees are only eligible to be reimbursed for up to twelve credit hours.

Dual reimbursement is not permitted for educational expenses made to the employee from other sources except for Veteran's Educational Benefits.

Advance payments will not be made for classes where a letter grade is given.