

Germanna Community College
Human Resources Policy 40130
Educational Aid Reimbursement and Continuous Learning Procedure

1.0 Purpose:

To describe the college's program of educational aid and continuous learning for credit courses and to provide specific guidelines for full-time and part-time GCC employees and faculty to enroll and participate in credit classes. This policy does not apply to non-credit classes.

2.0 Procedures-Educational Aid Reimbursement

2.1 Eligibility:

- a. Be a full-time teaching or full-time administrative faculty under contract at time of request and entire length of course.
- b. Be a full-time staff or wage employee at the time of request and entire length of course.
- c. Be a wage employees scheduled to work a minimum of 750 hours per year.
- d. Receive a rating of at least Good (Faculty) or Contributor (Staff) on their most recent performance evaluation.
- e. Have a current Faculty or Employee Development Plan that outlines requested course in the context of overall continuous learning goals.

2.2 Coursework and limitations- Subject to approval in advance of supervisor, employees may take a course during work hours. The following conditions apply:

- a. The maximum time away from one's workstation will be limited to three (3) hour per week.
- b. Employees may either arrange to take accrued leave or arrange for a schedule adjustment to ensure time is accounted for.
- c. Approval of requests to take courses during work hours will be contingent upon meeting the needs and requirements of job profile and assigned work responsibilities. Priority will be give to ensure that absence of an individual will not negatively affect the functions in a given area. Supervisors will have final authority for approval or disapproval of requests to take courses during work hours.

2.3 Application and Approval Process- The purpose of educational aid reimbursement must be clearly identified by one or more the categories listed on the Educational Aid and Continuous Learning Request Form.

- a. Faculty and staff should submit a request and related documentation to their supervisor for initial approval.
- b. Immediate supervisor should review requests carefully for eligibility and for appropriateness of the requested activity.
- c. The Supervisor will forward the request and related documentation to the appropriate member of President's Council who will review and if approved forward to the Human Resource Office.

- d. The Human Resource Office will review and compile all eligible requests and forward to the President's Office along with recommendations based upon available funding.
- e. The President or designee will make a final decision on each request, based on recommendation of the supervisor and available funding
- f. Upon disposition, a copy of the approval form will be sent to the employee.
- g. Every effort will be made to fund each request for the maximum allowed (\$500 or one course, whichever is higher is the maximum allowed per semester).
- h. Depending on available funding it may be necessary to cap the maximum at a lower amount in order to fund all requests at least partially.
- i. Funding requests for dissertation research are limited to a maximum of 3 credit hours or 1 semester whichever is higher.

2.4 Deadlines for submission of requests to the Human Resource Office are as follows:

<u>SEMESTER</u>	<u>DEADLINE</u>
Fall	Third Friday in July
Spring	Third Friday in November
Summer	Third Friday in April

2.5.1 Reimbursement-Within 30 days of course completion the employee will submit the following documentation to the Human Resource Office to receive reimbursement:

- a. A Copy of the approval notice
- b. Documentation of payment for the course and copy of grades. Eligibility for reimbursement is contingent upon successful completion of the course. ("C" or higher for undergraduate courses and "B" or higher for graduate courses).
- c. A completed check request form
- d. Requests for exceptions to the reimbursement process must be preapproved by the President or designee.

2.6 The employee must notify the Human Resource Office if they fail to complete the course or meet the minimum grade requirement. Failure to notify the Human Resource Office of these events may result in loss of future educational aid eligibility.

2.7 In the event an employee leaves employment with Germanna Community College, prior to completing the course, s/he will not be eligible for reimbursement.

2.8 Receipt of In-Band adjustments-Employees who receive educational aid for the attainment of a job-related certification, licensure or degree are not guaranteed additional compensation allowed under the provision of the College's In-Band Adjustment Policy.

3.0 Procedures: Continuous Learning Program

3.1 Eligibility: Current full-time administrative, professional, and teaching faculty; full time and part-time classified employees; wage/hourly employees; and adjunct faculty may participate in continuous learning courses at no cost at Germanna Community College. Wage employees scheduled for 750 or more hours per year are eligible for this program/opportunity.

3.2 Responsibilities: College employees enrolling in courses covered under this policy will be:

Required to adhere to college admission procedures, student course registration timelines and procedures, and all other student and academic policies as provided in college policies.

Required to successfully complete all course prerequisites or co-requisites, as applicable.

Expected to complete class assignments and assessment activities in order to receive the maximum instructional benefits and to enable instructors to perform appropriate class management directives as required.

College employees who fail to meet class requirements or do not adhere to established student policies and procedures may become ineligible to participate in the continuous learning program.

- 3.3 Admission and Registration: To be eligible to register for GCC credit courses, college employees must be admitted to the college as a student by completing an Application for Admission to the Admissions and Records office. This is a one-time requirement for employees participating in the continuous learning program.

Employees, who meet the admission requirements of the institution, as well as any course pre-requisites, may be permitted to enroll in courses and pay no tuition or mandatory fees. The college shall bear the cost of tuition and required. There are no provisions for payment or reimbursement of books, travel or other study related expenses.

The costs of books and other study materials shall be the sole responsibility of the employee.

Continuous learning courses are not required to be job-related, but are intended specifically for personal and professional growth.

Employees may take continuous learning courses only at the community college where they are employed. No more than four (4) credit hours may be taken in a semester.

Employees shall be required to register for continuous learning courses in advance and secure supervisor/manager approval using the designated college form.

To request participation in a continuous learning course, the employee must then complete a Germanna Community College, Employee Continuous Learning Request Form (Attachment A), obtain supervisor's approval, obtain reviewer approval and submit to the Human Resource Office by designated timeframes. A single form can be used for up to four (4) credits per semester.

Deadlines for submission of requests to the Human Resource Office are as follows:

<u>SEMESTER</u>	<u>DEADLINE</u>
Fall	Third Friday in July
Spring	Third Friday in November
Summer	Third Friday in April

Prior to attending class and after notification of approval of courses, employees will be responsible for confirming their acceptance into the requested continuous learning course(s). An employee who participates in the continuous learning program is required to adhere to classroom guidelines as well as all other student and academic policies.

- 3.4 Continuous learning courses cannot be taken during established scheduled work hours.

3.5 Notifications

- a. Employees, and their respective supervisor, will be notified by Human Resources, via e-mail, that their registration form has been approved and forwarded to the Admissions and Records office.

- b. The Human Resource Office shall notify the college Business Office to waive the tuition and mandatory fees for the approved continuous learning course(s).
- c. At the end of each semester, the Human Resource Office will provide a summary report of activity of the Continuous Learning Program to Presidents Council and will include the data in annual Employee Report published every October.

3.6 College Business Office procedures-The college's business offices shall develop internal practices and procedures to ensure that tuition and required fees are waived in a timely manner to avoid "back-out for non-payment" for continuous learning student/employees.

4.0 Definitions:

Educational Aid- Funding for credit courses offered at other institutions, either undergraduate or graduate credit that are part of a degree program or part of the employee development plan.

Continuous learning courses: Credit courses offered at Germanna Community College to full-time and part-time college employees at no cost. The courses may be job related or non-job related. Employees may participate in up to four credit hours in one semester. Courses must be taken outside of the employee's established work schedule.

Textbooks and other study materials: Costs of books and other study materials shall be the sole responsibility of the employee. The college shall bear the cost of tuition and related mandatory fees only; there are no provisions for payment or reimbursement of books, travel, or other study-related expenses.

5.0 Other Information:

The college's Human Resources office is responsible for the official interpretation of this policy. Questions regarding the application of this policy should be directed to the director of human resources.

Authority

Commonwealth of Virginia, Code of Virginia, "Section 2.2"

Virginia Community College System, Policy 3.10.0, Educational Assistance and Continuous Learning Program Guidelines

6.0 Point of Contact

Human Resource Manager

7.0 Approval and Revision Dates

Original-Approved by President's Council	August 27, 2001
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