

I-8 EMPLOYEE BENEFITS

Non-temporary individuals employed for at least 30 hours per week for a minimum of nine months on a continuous basis are eligible for State Retirement and Health Benefit Plans.

I-8.1 Educational Benefits

I-8.1.1 Tuition-Free Courses

Each employee who is classified as a full-time employee is allowed to enroll in one (1) tuition-free FTCC curriculum or continuing education course per semester excluding Self-Supporting courses. Classes may be taken during normal working hours, at the discretion of his/her supervisor, when directly supportive of the employee's current job responsibilities or required in an educational program directly related to the employee's current job. With prior written approval by the supervisor and appropriate vice president, the employee will not be charged leave or be required to make up time spent in class. Those individuals who maintain time sheets must indicate "professional development" on those sheets for time spent in class. However, when an employee's work schedule requires additional hours beyond 40 hours, professional development hours will be subtracted from the total hours worked that week before compensatory time or overtime is computed.

Tuition-free forms must be completed by the individual and presented at the time of registration for Continuing Education courses. The employee must register for Curriculum courses first before submitting an approved tuition-free form to the cashier's office for payment. Forms authorizing tuition-free courses may be obtained from the Faculty/Staff fill-in forms page and the employee must forward or hand carry the tuition-free form to Human Resources for approval.

I-8.1.2 Tuition/Required Fee Reimbursement

Provided funds are available, the College may reimburse the employee up to \$1,400 per fiscal year (July 1-June 30) for tuition and required fees. Course work must culminate in the attainment of either a degree beyond the current level degree held or completion of additional graduate hours that meet SACS/College Transfer credit requirements. The degree or credit hours must support the mission of the College and be from an accredited institution recognized by one of the seven regional accrediting agencies nationally recognized by the Department of Education:

- Middle States Commission on Higher Education
- Commission on Institutions of Higher Education New England Association of Schools and Colleges
- Higher Learning Commission North Central Association
- Northwest Commission on Colleges and Universities
- Commission on Colleges Southern Association of Colleges and Schools
- Accrediting Commission for Senior Colleges and Universities Western Association of Schools and Colleges
- Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges

This benefit is limited to one degree at each level (associate, bachelor, master, or doctorate) per employee during his/her tenure with FTCC. Certifications and Licensures must support the mission of the College and will be reimbursed on an as-needed basis.

To qualify for tuition reimbursement, the employee must obtain written approval through his/her supervisory chain that the program, certification, or licensure is supportive of the mission of the College. The employee must submit a "Request for Program Approval," which includes an explanation of how the program of study supports the College mission. A copy of the written approval must be filed in the employee's personnel file in the Human Resources Office. Employees are expected to complete his/her degree, certification, or licensure within six years of the program start date. Extensions may be granted by submitting a memo of justification explaining why an extension is needed through the supervisory chain to the appropriate vice president/senior vice president.

Only courses that are included in the approved program of study will be reimbursed. In order to be reimbursed, the employee must submit a "Request for Tuition Reimbursement," proof of payment, and evidence of satisfactory completion of the course to the for Human Resources Office within 30 days of course completion. Satisfactory progress is defined as a "C" or better for an undergraduate course, and "B" or better for a graduate course. Employees are expected to continue their employment with the College for a minimum of one full year (12 months) after receiving tuition/required fee reimbursements. In the event the employee resigns during this time period, he/she will refund the College the tuition/required fee reimbursement paid to him/her the previous year.

Exceptions to this policy may be approved by the President.