

St. Matthew's House, Inc. Policy and Procedure Manual

Policy Number 3.1.14

Approved by:

Title:

Effective Date: 2/28/17

Policy:

St. Matthew's House will assist with paying tuition reimbursement for undergraduate or graduate classes, along with licensure or certification fees for specialty areas for regular, full time employees who have been employed for at least 1 year. Additional eligibility requirements are outlined in the procedure of this policy.

St. Matthew's House Procedure

Reference Policy: 3.1.14 Tuition Reimbursement for Full-Time Employees

Approved by:

Title:

Effective Date 5/8/2017

Procedure:

All full-time employees of St. Matthew's House are eligible for educational assistance in accordance with this policy upon completion of 1 year of continuous employment prior to the time of course enrollment. It is required that the employee be in good standing with no disciplinary actions present in their personnel file. The employee must be enrolled in courses which are part of a degree, certification, or licensure program that will enhance the employee's educational knowledge for their position at St. Matthew's House.

Reimbursement Requirements

Employees interested in participating in this education assistance program must complete the Request for Employee Tuition Reimbursement Form prior to the commencement of any coursework for which the employee desires to be reimbursed. If the employee is terminated, the form will not be valid and St. Matthew's House will not be responsible for paying the employee's tuition.

The employee's department head must approve the reimbursement (in his or her sole discretion) and the employee may be reimbursed for only approved programs. Approved coursework must be completed on the employee's own time. If approved coursework is only available during the employee's work hours, a schedule of proportional compensatory time may be arranged in the sole discretion of St. Matthew's House), provided normal services of the employing department are not disrupted or impaired. Reimbursement is contingent upon the student earning a passing grade that is accepted by the school for the credit or confirmation of satisfactory completion of the course from the school when a course is not graded.

Reimbursement Amount

St. Matthew's House will reimburse an employee for tuition, including required course fees, for all passing grades with a maximum of \$1,500 per year for undergraduate studies and \$2,500 per year for graduate and postgraduate studies. Payment may be made to the institution or reimbursed to the employee. Failure to satisfy the minimum passing grade will result in denial of payment or reimbursement of monies to the institution for the applicable course(s). A passing grade is defined as an "A," "B," or "C" grade for undergraduate classes and a "B" minimum for graduate classes. If the course is a "Pass/Fail," a "Pass" is acceptable.

An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if the approved course is canceled. The employee is required to immediately notify the Department Head and Human Resources if they withdraw from an approved course or if the course is canceled. An employee will not receive tuition reimbursement if they terminate employment prior to completion of an approved course. If the employee receives an incomplete in a course, the employee will have until the end of the following semester in which to complete the work and have the incomplete removed. Failure to complete the work will prohibit the employee from participating in the tuition reimbursement plan and any advance payments received must be repaid to St. Matthew's House.

Application Process

The employee should complete the Request for Tuition Reimbursement Form 14 days prior to each course the employee wants to take in conjunction with this program. The Department Head of the employee's department must approve the request. When completed, the Request for Tuition Reimbursement Form is submitted to the Human Resource Department for review, then submitted to the CEO for final approval.

Reimbursement Process

Upon completion of the course, the applicant must submit, within 45 days, legible copies of the following: (1) College/university invoice or statement indicating fees charged and the amount paid (the invoice must contain the school's name and address. Copies of canceled checks and credit card receipts will not be accepted); and (2) College/university grade card/report indicating the applicant's name, quarter/semester, course name(s) and grade(s) for the term.

Restrictions

The Tuition Reimbursement fund is intended to strictly assist employees only. If an employee is hired from the Justin's Place Program and utilizes funds from the Gary Bruton Scholarship Fund, the tuition reimbursement fund will not be available to them.

St. Matthew's House
Request for Tuition Reimbursement Form

This form should be completed and a photocopy should be sent to Human Resource. The original form and supporting documents should be given to the department head. Forms must be completed and final approval received prior to the first day of class.

Employee Name:

Phone Number:

Address:

City/Zip Code:

Department:

Job Title:

Name of School:

Proposed Course is:

☐ Undergraduate Course Credit

☐ Graduate Course Credit

Course Number:

Course Title:

Credit Hours:

Course Begins:

Course Ends:

Tuition, Fees and Itemized Receipts Required

Are courses for a credit leading to a degree?

☐ Yes ☐ No

Name of Diploma/Degree:

Major Field of Study:

Attach supporting documentation addressing the following questions and any other comments:

How does the proposed course of study relate to your job assignment/position duties?

If the course meets during your normal work hours, how will your work schedule be adapted?

How will the course-provided knowledge/techniques improve your performance and be useful to the company?

I have read and understand the Tuition Reimbursement Policy and agree to the terms of the policy.

Employee Signature:

Date:

Review and Signatures:

Department Head will review and approve, sign off and forward to HR. HR will forward the request to the CEO for final approval. If approved, HR will send a copy to the employee. HR will also e-mail notice of approval to the employee and employee's department head.

If the request is not approved, HR will inform the parties of the decision.

Department Head Signature:

Date:

☐ Approved ☐ Denied

If denied, state reason:

Human Resources Signature:

Date:

☐ Approved ☐ Denied If denied, state reason: