

Davis Technical College

Employee Educational Benefit Policy

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1. Purpose

The purpose of the Davis Technical College (College) Employee Educational Benefit policy is to support the advancement of skills and knowledge for college employees, their spouses, and their children by granting basic College tuition waivers for programs offered by the College. This benefit policy also includes tuition assistance for employees who attend schooling or training through other qualified institutions. This is a fringe benefit for the College employee and shall not constitute a form of scholarship assistance or student financial aid "on behalf of meritorious or impecunious resident students" within the meaning of Utah Code §53B-8-101(1).

2. References

- 2.1. Utah State Board of Higher Education Policy and Procedure R821, Employee Benefits
- 2.2. Utah State Board of Higher Education Policy and Procedure R824, Tuition Remissions Benefits
- 2.3. Utah Code §53B-8-101(1), Waiver and Scholarships
- 2.4. Davis Technical College Employee Definitions Policy
- 2.5. Davis Technical College Student Financial Aid Scholarship and Tuition Waiver Policy

3. Definitions

- 3.1. **Tuition** - Resident College tuition only.
- 3.2. **Campus Fees** - Fees assessed on all regular students regardless of program; does not include enrollment fees.
- 3.3. **Program Fees** - Program specific fees, lab fees, books, or other additional charges.
- 3.4. **Full-time (40 hours per week), Benefited Employee** - Employee who is employed on a full-time (40 hours per week), salaried or hourly benefited basis, and is expected to work for more than six consecutive months.
- 3.5. **Spouse** - An individual legally married to a full-time (40 hours per week), benefited employee of the College, and where there is no legal separation or divorce.
- 3.6. **Children** - Individuals who are natural or legally adopted children or stepchildren of a Full-time (40 hours per week), benefited employee of the College, whether married or not, regardless of age.
- 3.7. **Current Part-Time Non-Benefited Employee** - Employees of the College who are part-time hourly in nature, having worked greater than 24 hours within the last 30 days and are not participating in the Federal Work-Study program.

4. Policy - Programs/Classes Offered by College

Eligibility - Current, full-time (40 hours per week), benefited employees, and the employee's eligible family members (spouse and children) may be enrolled for a College Educational Benefit at any given time. For regular classes, tuition and campus fees may be 100% waived per eligible individual.

4.1.1. Current part-time non-benefited employees of the College are eligible to enroll for an Employee Educational Benefit for themselves. Family members are not eligible. For regular classes, tuition and campus fees may be 100% waived. Federal Work-Study students, temporary employees, and substitutes are not eligible for the benefit under this policy. The waiver will only be applied to one course at a time and that course must be completed before a waiver can be applied towards another course.

4.1.2. Fees - Any books, equipment, program fees, lab fees, enrollment fees or additional charges will be the responsibility of the College employee or family member student. College employees and family members enrolled in certificate-seeking programs, that demonstrate financial need, may apply for a Foundation Scholarship to assist with required books, supplies, equipment, inclusive access, program fees, and lab fees. Students must apply through the Office of Student Financial Aid and applications are processed based on the Student Financial Aid Scholarship and Tuition Waiver Policy.

4.1.3. No more than 10% of a program's enrollment may be composed of persons using the College Employee Educational Benefit, based on the program's maximum enrollment and a sufficient number of tuition-paying students must be enrolled for individual courses, classes, or sections to be held under normal decision guidelines.

4.1.4. Tuition waivers granted by other institutions with classes on the College campus are subject to the individual contract or agreement set forth by each institution.

4.1.5. An employee's educational benefits end on the last day of employment with the College. Course payments that are due during employment will be covered. Payments that are due after an employee gives notification of termination will not be eligible. Any future classes will require payment for the full tuition costs.

4.1.6. Student Services will verify employee's eligibility prior to the beginning of each course. Reapplication for the waiver will be required after any six-month break in enrollment.

4.2. Courses taken by employees during regular working hours may not interfere with the operation of the department and employee's normal scheduled working hours, and the employee must have the permission of his/her supervisor or department head. When the same course is offered in both day and night sessions, the employee is encouraged to enroll in the night course.

4.3. Workforce Education - Courses offered through the Workforce Education (WE) department may be included under the guidelines of this policy. All tuition waivers for WE courses will be subject to the following qualifications:

4.3.1. Up to 75% of the total course cost may be waived for full-time (40 hours per week) benefited employees, spouses, and children, or for current part-time non-benefited employees.

4.3.2. A sufficient number of tuition-paying students must be enrolled to run the class under normal decision guidelines.

4.4. Applications - Individuals who want to participate in the Employee Educational Benefit must apply and be accepted for admission to the College program, or institution holding classes on the College campus, following the regular admission guidelines. It is the responsibility of the individual to ensure that the application forms are completed and approved prior to class attendance.

4.5. Funding Priority – If employees or their dependents are receiving other forms of financial assistance, the tuition waiver may be used only after the other funding sources have been utilized.

4.5.1. If approved for scholarship under section 4.1.2, waiver may be used in addition to approved scholarship.

4.6. Fraudulent Use – Fraudulent use claims will be referred to the College Director of Human Resources. Penalties for fraudulent use may range from repayment of tuition to employment termination.

5. Policy – Tuition Assistance for Degrees/Certificates/Courses Provided Through Other Institutions

5.1. Eligibility - Employees may qualify for tuition assistance for courses provided through other institutions, based on meeting the requirements described in the policy. Current full-time (40 hours per week), benefited employees may participate. Eligible benefited employees who work less than 40 hours per week may receive this benefit on a prorated basis. Programs, courses, and classes completed must be provided through an approved accredited institution or training facility. Employee must achieve a passing grade of at least a "C" or equivalent for the approved course(s), or "pass" if no letter grades given.

5.2. Application and Authorization - Employees seeking reimbursement must submit a "Tuition Assistance Pre-Approval Form" for approval by the Department Director and the President's Council prior to beginning the courses to be reimbursed. This application form will be reviewed, and a determination will be made based on the following criteria: outline and describe the educational course(s) or degree seeking program; set a time frame for completion of the course(s) or program; list the anticipated tuition cost for each course or program; and confirmation that the institution or training facility from which the courses are offered is accredited or meets required standards.

5.3. Financial Assistance Amount - Eligible employees may receive up to one-half of the cost of tuition and required fees related to registration. This does not include the cost of lab fees, activity fees, books, or any fees that are not required as part of registration. The maximum amount of financial assistance available is limited to \$3,000 per fiscal year, and a total of \$6,000 over the duration of employment. These dollar limits become effective May 1, 2019, and the revised limits do not apply to classes completed previously. Employees who reached their maximum benefit prior to this date may qualify for additional benefits in the future, but do not receive retroactive compensation for prior expenses. The employee will pay all tuition and fees in advance, and then may receive reimbursement following successful completion of the course(s). In the case of continuing education units (CEUs), employees may claim reimbursement for the completion of these units and any additional cost later of transforming these units into college credit within the limits established under this benefit per fiscal year. Reimbursement is only made for the employee's actual out-of-pocket expense, and not when the employee receives scholarships or grants from other sources. The amount reimbursed to the employee is paid separately from payroll, and under current tax law is not subject to payroll taxes.

5.4. Reimbursement Request - Upon completion of pre-approved courses, the employee will submit a "Request for Tuition Reimbursement Form". Along with this form, the requester will attach copies of receipts and transcripts or certificates showing that the courses were satisfactorily completed. These documents will be submitted to the Department Director and the Director of Human Resources, who will compare the request with the pre-approval form prior to authorization for payment.

5.5. Termination and Repayment - An employee's tuition assistance benefits end on the last day of employment with the College. Any request for reimbursement which is not submitted, with all required supporting documentation, on or before the last day of employment will not be eligible for reimbursement. Employees who accept tuition reimbursement commit to regular full-time service to the College for one year following the completion of the last course for which they receive assistance. If an employee voluntarily terminates his/her employment with the college or is terminated for cause at any time during employment, the employee agrees to repay the College: the entire amount of the tuition assistance received if termination of employment occurs within 12 months of completion of the last course for which he/she received assistance. Repayment will not be required for termination of employment due to death, long-term disability, layoff, or involuntary termination for any reason other than cause. If an employee does not repay any amounts due as indicated above, on or before his/her last day of employment, any such amounts will be deducted from the employee's final paycheck or from and other amounts payable to the employee upon or following termination of employment.

5.6. Right to Amend or Terminate - The College Board reserves the right to amend or terminate tuition assistance at any time. Any reduction or termination of this benefit shall not affect the reimbursement of tuition for a class for the semester which an approved employee is already enrolled. In the event the IRS rules and/or reporting requirements regarding tuition assistance change, the Board reserves the right to terminate this program immediately.