

Angelo State University
Staff Education Assistance Program

Subject: Angelo State University Staff Education Assistance Program

Purpose: The purpose of the fee reimbursement plan is to encourage the development of all full-time staff employees by providing for the development of employees' job-related professional abilities, enhance the employees' ability to perform their assigned job duties, develop skills necessary for the anticipated needs of the organization, and make employees more valuable to the organization.

Definitions:

1. Eligible Staff Employee

For the purposes of this program, an eligible employee is defined as:

- a. A benefits-eligible staff employee who is employed full time (i.e. 100% FTE, 40 hours per week)
- b. One who has received at least a satisfactory rating on his/her last Performance Appraisal.
- c. One who has been employed by Angelo State University for at least one consecutive year in a full-time, benefits eligible position. Hire date must be at least 12 months prior to the academic semester for which employee is applying for reimbursement under this policy.
- d. One who does not have any outstanding balances owed to the University.

2. Eligible Course

- a. Any Angelo State University course for which academic credit is awarded and which applies to the employee's assigned job duties or declared degree program.

3. Fees

- a. The following required fees, or an amount equal to the following required fees, eligible to be reimbursed by the University include:
 1. Student Services Fee
 2. Technology Services Fee
 3. Publications Fee
 4. University Center Fee
 5. Recreational Sports Fee
 6. Records Maintenance Fee
 7. Library Fee
 8. Medical Service Fee
 9. International Education Fee

4. Financial Aid

- a. Reimbursement of any fees associated with this program will occur only after the Office of Financial Aid has reviewed the employee's application and approved the reimbursement of said fees.

Policy:

1. Terms and Conditions

- a. Fee reimbursement under this program may be granted for any courses that are offered by Angelo State University in accordance with the provisions of this policy.
- b. A fee reimbursement may be awarded for up to one course during the fall and/or spring semesters that is 3 credit hours or greater; or one course with a lab that is 3 credit hours or greater. Eligible charges for up to a maximum of four (4) hours of college credit per semester may be reimbursed at Angelo State University. This reimbursement assistance will be available only for courses taken in the Spring and Fall semesters. For additional courses not covered by this program, the employee will have to pay fees tied to semester credit hours and course related fees. For example, if an eligible employee is taking two courses, the Technology and Library fees get waived for one course but not both. See item f below.
- c. Reimbursement is applicable only to the course for which approval was granted. A new application must be fully approved before a different course may be substituted.
- d. Payment does not apply towards any fees other than those explicitly identified in this policy. In the event that the employee is enrolling in more than one course at Angelo State University during the semester, the employee shall pay the incremental charges for other fees resulting from the additional course(s).
- e. Any tax liability that may be incurred as a result of this program will be the responsibility of the employee.
- f. If the employee has previously been the beneficiary of payment under this program for a course, eligible fees will not be reimbursed a second time for the same or equivalent course. It should be noted that currently *special problem courses* offered by the university may maintain the same identical course number as a previous course, however the subject matter may vary. Therefore, the employee must present a copy of the transcript along with completed Application Form in order to be eligible for reimbursement under this program.
- g. Unless otherwise indicated by the appropriate Vice President, Department Director, or immediate supervisor, staff employees that have been approved for fee reimbursement under this policy may request, with the approval of their supervisor and Dean or department director, to have a flex-time work schedule to attend one class during either the Spring or Fall for which they are attending a course so long as it does not interfere with completion of their job duties. If flex-

time is not practicable, fee assistance recipients may attend class outside their work schedule.

- h. Supervisors must ensure that the workload, hours of operation, customer service, and department function are not adversely affected by flex-time. The employee's department head has the sole discretionary authority to approve or deny an employee's request to attend a class during work hours.
- i. Release time to attend online or distance learning classes is prohibited.
- k. The employee's primary responsibility is to his/her job.
- l. Recipients must meet all admission and registration requirements of Angelo State. EMPLOYEES WORKING ON AN UNDERGRADUATE DEGREE MUST maintain a 2.0 or better grade point average in the course taken, each semester, and cumulatively. EMPLOYEES WORKING ON A GRADUATE DEGREE MUST MAINTAIN A 3.0 OR BETTER GRADE POINT AVERAGE IN THE COURSE TAKEN, EACH SEMESTER, AND CUMULATIVELY. The recipient will receive approval of funds for courses, but no monetary reimbursement will be issued until the employee has demonstrated successful completion of the course with a grade of "C" or better in accordance with this policy.
- m. If an employee who has had a course approved terminates employment with Angelo State University prior to the end of the semester for which it is approved, the employee will not receive reimbursement for the course.
- n. Because this benefit is offered to employees to maintain or improve their required skills and to encourage their further development while increasing their contribution to the organization, any employee who leaves employment with Angelo State within one (1) year of receiving any fee reimbursement will be required to repay any fee paid on his/her behalf during the last twelve (12) months of employment. The President of Angelo State University will make the final determination of any special circumstances that would be considered extraordinary or beyond the control of the employee that would require waiving all or any portion of eligible fees that were paid on the employee's behalf by the university under this program. In these circumstances, the employee must submit in writing to the President the pertinent details and/or circumstances that would warrant consideration of waiving repayment of fees under this program. The President's determination in these matters is final.

Any deficiency owed under this program becomes immediately due and payable at the time of termination. Employees or former employees under a deficiency shall not be eligible for any benefit or service provided by the university (including but not necessarily limited to employment, enrollment, official transcripts) until the deficiency has been repaid.

- o. IF AN INCOMPLETE WAS DUE TO THE FAULT OF THE FACULTY MEMBER, THE EMPLOYEE WILL RECEIVE THE REIMBURSEMENT FOR THE COURSE UPON THE REMOVAL OF THE INCOMPLETE.

2. Procedure

- a. Prior to the beginning of the course or academic semester for which the employee is seeking reimbursement, the employee must complete the Enrollment in Academic Course/Fee Waiver form and submit it to his/her department head for approval. This form can be found on the administrative forms page.
- b. The Department Head will forward the form to the Human Resources Office for eligibility verification. There is a 15 business day deadline to get the Fee Waiver form and memo to the Human Resource Office.
- c. If the employee is eligible for the program, the HR office will contact the Dean's Office to ensure that the course is part of an approved degree plan, or otherwise eligible course that is being conducted at Angelo State for the appropriate semester.
- d. To receive reimbursement, the employee must have received prior approval for the course. Upon successful completion of course requirements, the employee must submit a completed application form, a copy of a paid tuition/fee receipt with a grade report of "C" or better for the approved course, and any additional documentation as required or indicated in this policy to his/her immediate supervisor, and Dean or Department Director.
- e. The employee must then send the tuition/fee receipt and official transcript to the HR office by 15 business days after the semester ends. This is the deadline for approval.
- f. The Human Resources Office will send the Bursar's office a copy of the approval. **Department Heads should not send any paperwork to the Bursar's Office.**

3. Funding and Approval

- a. The State Employee Training Act allows Angelo State University to use public funds for development training related to current or prospective duty assignments. Funding for training is thus provided through the budget process.
- b. This benefit and associated procedures are subject to change in subsequent semesters.