

POLICY AND PROCEDURE

POLICY AND PROCEDURE #: F0610 – 0005		REVISION : 1
BOARD APPROVAL DATE: July 13, 2010	DATE ISSUED: November 13, 1997	EFFECTIVE DATE: July 1, 2010
TITLE: Educational Assistance and Reimbursement		PAGE Page 1 of 1

Purpose:

The Allegany Arc provides tuition reimbursement to eligible employees in obtaining certifications or degrees that are determined to be job necessary and/or job related, or are an identified need or specialty for Allegany Arc. This policy is intended to replace any previous Tuition Reimbursement Policy in effect prior to the effective date of this policy.

Eligibility:

Full time employees in good standing who have at least 1 year of service with Allegany Arc are eligible for this program. Employees who are taking more than the equivalent of 6 hours of course study in one semester will not be eligible for tuition reimbursement.

Availability of Reimbursement:

The tuition reimbursement provided to employees of Allegany Arc is available to assist employees in the pursuit of any degree or certification that will enhance the employee's ability to fulfill the requirements of his/her position or to better prepare him/her to assume new responsibilities of a new position with Allegany Arc. In order to receive reimbursement, the degree or certification program being sought and the institution must be approved by the employee's Director and the Chief Executive Officer of Allegany Arc.

Award Determination:

All awards are contingent upon the available funds budgeted or dedicated for this benefit. All applications will be reviewed and scored with defined criteria. The scoring system will give preference to those applications that 1) enhance the applicants ability to perform their current duties, 2) help to fulfill service or specialty needs of the agency, and 3) utilize educational institutions in New York State. Additional weight will be given to applicants based on their years of service with the agency.

Reimbursement & Service Agreement:

Employees will submit the records of their grade for each approved course along with an expense sheet for the amount of tuition reimbursement based upon the following table to the Chief Finance & Operations Officer:

- B or higher – 100% of tuition cost
- C – 75% of tuition cost
- D – 50% of tuition cost
- F – 0% of tuition cost

Employees participating in the tuition reimbursement program will be required to sign a 1 year service agreement. If the employee does not meet the terms of the service agreement, they will be required to reimburse the agency the full amount of their tuition reimbursement through withholding of final pay check and use of their vacation accruals to meet the balance. Service agreements are in effect from the date of the tuition reimbursement and are fulfilled concurrently for students taking multiple classes (i.e. Staff reimbursed for 2 classes December 20th, 2009, service agreement for both classes fulfilled December 20th, 2010).