



Florida Agricultural & Mechanical University Board of Trustees Policy

Board of Trustees Policy Number: 2005-22	Date of Adoption/Revision: October 6, 2005
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Subject	Tuition Reimbursement Policy
Authority	Section 1001.74, Florida Statutes
Applicability	Regular, full-time faculty and staff members with the exception of those employees governed by a collective bargaining agreement

Summary This policy offers opportunities for regular, full-time employees of Florida A & M University (FAMU) to take courses at FAMU and other universities in the Florida State University System. It also enables employees of other Florida state universities and State of Florida agencies to take courses at FAMU.

Please note that this policy is distinct from the State of Florida Department of Management Services State Employees Education Voucher Program created by the 2001 Florida Legislature. The 2001-02 Appropriations prohibits tuition waivers for university employees as used in the past. This policy is an entirely independent opportunity funded through limited existing university resources and is not a condition of employment, but rather a privilege determined solely by the university.

Section headings in this policy are:

1. Purpose
2. Eligibility
3. Exclusions
4. Scheduling
5. Approval for Participation
6. Participant's Responsibilities
7. Financial Obligations
8. Termination of Program/Participation

1. Purpose

To encourage Florida A & M University (FAMU) staff and faculty to pursue educational opportunities for professional growth and development and to enhance the performance of faculty and staff members and their work units. .

2. Eligibility

a. *Eligibility Criteria.* To be eligible, staff and faculty must meet the following criteria:

1. Be a regular, full-time FAMU employee classified as A&P, Executive Service, Faculty or USPS.
2. Be in good standing;
3. Employed for at least one (1) year, at the time of enrollment for the course(s);
4. Be admitted to the enrolling institution as a degree or non-degree seeking student;
5. Take educational courses which enhance the employee's job duties;

6. Take the educational course(s) for credit and successfully complete the course(s);
7. Intends to, and does, remain on the active payroll in one of the above classifications during the entire term of the class, as a regular full-time employee;
8. Successfully completes the course, which is defined for purposes of this policy as receiving a grade of "C" for undergraduate courses and grade of "C" for graduate courses; and
9. Provide the required documentation and approvals in a timely fashion.

b. *Eligible hours.* Eligible employees can apply for enrollment in up to six (6) credit hours of instruction each fall and spring semester, at FAMU or another state university in Florida.

c. *Enrollment Period.* The University will establish the periods of enrollment each semester for employees registering for courses at FAMU to be paid for by this program. However, late fees associated with registration outside of the established registration period shall not be covered by the university.

3. Qualifying Courses

To qualify for tuition reimbursement, the course must be job related. A job related course is a course that meets any of the following requirements:

- Will contribute toward enhanced performance in the employee's present position;
- Will have the employee qualify for consideration for a higher level position at the University to which the employee may reasonably aspire and for which there is probable opportunity for advancement;
- Is a required or elective course taken to complete the requirements for a bachelor's degree; and
- Is a required or elective course taken to complete a Master's degree in a field related to the staff member's current job duties.

4. Exclusions

- a. This program is not available to OPS, part-time personnel, or employees assigned temporary, visiting or probationary appointments.
- b. Faculty members are not eligible to use this program to enroll in community college or a vocational technical center class.
- c. The costs associate with non-credit courses, workshops, seminars, private consultant refresher courses, management development programs, special exams for admissions to a degree program, courses in graduate professional programs as law, pharmacy, dentistry and courses in any degree program beyond the master's level are specifically excluded from this tuition reimbursement program. .
- d. FAMU's fee petition and fee refund policies and procedures are not applicable to courses taken through this program. Therefore, there is not a petition process for a refund of fees paid.

5. Scheduling

Faculty or staff members must take courses scheduled at times that will not require absence from work during regular work hours.

6. Approval for Participation

An employee's department chair, division director, or supervisor must certify that:

- a. Each course involved is job-related. Courses may be viewed individually or as part of the overall degree program meant to improve job skills.
- b. The employee meets the employment requirements for participation.
- c. The time used is covered by appropriate leave or schedule adjustment.

7. Employee's Responsibilities

As a precondition for approving an employee's request to participate in this program, the university shall require the employee to complete all the necessary forms required by the University to participate. An employee is reimbursed upon the completion of the course in accordance with policy and submission of an official transcript to the Division of Human Resources.

8. Financial Obligations

Unless otherwise required by applicable law or regulation, the value of courses in which the employee has enrolled under the provisions of this program will not be used to compute the employee regular rate of pay; however, certain courses may be subject to taxes as defined by the United States Internal Revenue Service. Employees are responsible for any individual tax liability that may result from participation in this tuition program and should refer any tax questions to their tax advisor.

- a. *University's Responsibilities.* The reimbursement for a maximum of six (6) semester hours to qualified employees. The University will be responsible only for the in-state tuition rate, regardless of the residency status of the faculty or staff member, and is based upon the tuition rate in effect at the time of the request.

9. Termination of Program Participation

- a. The continuation of this program is contingent upon the University's continuing ability to workload requirements and meeting the financial obligations of the program.
- b. Participation in a course by an employee is contingent upon the department's or work unit's continuing ability to meet workload requirements. At any time, with 5 days notice, the university may discontinue an individual's participation in this program.