

## TUITION REIMBURSEMENT POLICY

### Overview

Reach Dane recognizes that educational development is important and should be encouraged. Reach Dane Tuition Reimbursement plan was established to provide an opportunity for employees to obtain additional education, certification or training in order to increase their competence in their present jobs and to prepare for future advancement within the organization.

### Eligibility

All regular full time, regular part time, full year, part year, etc., are eligible for this program after 60 days of employment or based on program needs.

### Approval

Approval will depend on length of employment with the agency, agency funds, and employee's potential for success and commitment within the agency.

### Employee Responsibility

- Employee must ensure they have met with their Supervisor to establish a Professional Development Plan;
- Employee must ensure they have met with the Professional Development Coordinator to identify the institution and specific program to enroll;
- Employee will need to attach a completed and approved PROFESSIONAL STAFF DEVELOPMENT REQUEST FORM to the Education Payment Agreement;
- Employee must meet with their Supervisor and the Professional Development Coordinator twice a year to review progress;
- Employee must agree to read, understand and comply with the Tuition Reimbursement Policy and sign;
- Employee will provide proof of course completion (official transcript) to Supervisor, Professional Development Director, and Human Resources Department.

### Grades

Employee must earn a "C" grade or better; for non-graded course, the employee must pass the course. If employee fails to pass the course, the Employee must pay for their next course before Reach Dane will pay for them to continue taking courses.

Employee will have to pay for classes they fail, even if class is required for continued employment with Reach Dane. Employee's failure to pass required classes will result in termination of employment with Reach Dane. Reach Dane will only pay once for each course approved.

### Transcript

Employee will provide proof of course completion (Official Transcript) to Supervisor, Professional Development Director, and Human Resources Department.

### Employee Commitment

Employee agrees to remain an employee of Reach Dane for at least one year following date of completed coursework. Written verification of completed coursework must be on file in the Professional Development Department.

### **Change in Institution**

If employee elects to transfer into a different institution and/or educational program and courses initially paid for by Reach Dane do not transfer, employee will be responsible for future tuition payments that would equal the amount of tuition Reach Dane has already expended.

### **IF YOU TERMINATE EMPLOYMENT**

#### **Involuntary Termination**

If you are terminated by Reach Dane, eligibility for reimbursement ends immediately, whether your class is completed or not.

#### **Voluntary Termination**

If employee quit their employment with Reach Dane before the class is complete, eligibility ends immediate.

#### **Reach Dane Responsibility**

Reach Dane will pay 100% of tuition of AA credit and courses related textbooks **if working on an Early Childhood Education degree to meet Head Start mandate** – No more than (7-8) credits will be approved per semester.

Reach Dane will pay 100% of tuition of Bachelor's credit if renewing Department of Public Instruction Teachers License **(employee pays for textbooks)**.

Textbooks will be paid for course-related textbooks and employee must submit a "Purchase Order Request".

#### **Employee Agreement:**

**The employee must sign a copy of the Tuition Payment Agreement and return to Human Resources.**