

OWENS COMMUNITY COLLEGE PROCEDURES

Staff Educational Assistance Program for Non-Bargaining Staff

3358:11-5-36

PROCEDURES

(A) Procedures.

- (1) All regular full-time non-bargaining unit employees with a satisfactory work and attendance history are eligible to participate. An employee must have completed one year of regular full-time continuous service with the college as of the first day of the term for which they are registered and employment must continue through the end of that term. Courses must be taken on the employee's own time and cannot interfere with the employee's regularly scheduled on-campus hours. All comparable transferable courses must be completed at Owens Community College, as reviewed by the employee with the supervisor.
- (2) Employees on a leave of absence are not eligible for reimbursement under this program. Employees separated from the college due to a reduction in force shall be eligible for reimbursement through the end of the current semester in which they are laid off.
- (3) To receive reimbursement under this program, the employee must pursue a program which is either directly related to their current position or which is designed to improve their qualifications for transfer or promotion to other positions at the college. The program must be part of a degree curriculum or certification program offered through a regionally accredited institution of higher education or, in the case of a certification program, through a qualified vendor deemed acceptable to the college. Degrees and certifications that may be required as part of an employee's minimum qualifications for the employee's current position shall not be eligible for reimbursement under this program, unless otherwise determined by the college.
- (4) The college will reimburse for tuition only. The employee must bear all other expenses which include, but are not limited to, books, insurance, supplies, penalties/late fees, parking, copy costs, transportation, social activities/clubs, transcripts, equipment, application fees, tests. Persons eligible for educational assistance under the G.I. Bill or through other federal grants must participate in those plans. Participation in the college's plan is only for that portion of the tuition those plans do not cover.
- (5) The staff educational assistance program application/approval form must be completed and signed by the employee and submitted for the following approvals: supervisor, division vice president or president and a human resources representative.

The completed SEAP application must include the following attachments for a review to take place with the office of human resources:

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- a) A copy of the program requirements and a complete degree plan from an accredited institution.
- b) A statement that explains how this degree or certificate will add to the staff person's ability to contribute to the mission of the college and their particular position.
- c) An staff educational assistance program encumbrance form detailing the estimated tuition, to assist with the budget projection.

It is suggested that an employee may apply to the staff educational assistance program, in advance of the budget being set for the fiscal year. Forms are accepted starting June 1 of each year.

The consideration of forms requesting educational assistance shall be based on a first-come/first-served basis. When the review is completed, the employee will be notified of a decision regarding the application and the amount of funds that may be available or budgeted from the human resources representative.

To be eligible for tuition reimbursement, the employee's staff educational assistance program application/approval form must be approved by the supervisor, the vice president/president and the human resources representative prior to registering for courses.

The rate of tuition reimbursement to an approved participant in the staff educational assistance program is not to exceed \$2,500 per fiscal year. The tuition reimbursement must take place within the fiscal year (July 1 to June 30) in which the courses are taken in.

Link to form: <https://intranet.owens.edu/hr/forms/seap-application.pdf>

- (6) In advance of each fiscal year, an employee who wishes to continue their participation in the staff educational assistance program, must have completed a SEAP encumbrance form to the office of human resources for the next fiscal year. Forms are accepted starting June 1 of each year.

The consideration of forms requesting educational assistance shall be based on a first-come/first-served basis.

Link to form: <https://intranet.owens.edu/hr/forms/seap-encumbrance-non-barg.pdf>

- (7) Following completion of the course work, a tuition reimbursement request form must be timely submitted to the office of human resources when the grades are received. A grade report or transcript and a tuition receipt must be provided for each course within the approved fiscal year. Coursework will be reimbursed based on the following guidelines:

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Link to form:

https://intranet.owens.edu/hr/forms/tuition_reim_nonbargaining.pdf

Undergraduate	Graduate
A = 100%	A = 100%
B = 100%	B = 100%
C = 50%	C = 0%
D = 0%	D = 0%
F = 0%	F = 0%

- (a) Courses taken on a pass/fail basis must be "passed" and will be reimbursed at one hundred per cent. Non graded courses (graded satisfactory/unsatisfactory) must be completed with a "satisfactory" grade and will be reimbursed at one hundred per cent.
 - (b) There may be circumstances when master and doctoral dissertation grades are not timely posted. A grade report or transcript and a tuition receipt must be provided for each course within the approved fiscal year.
- (8) An employee who is in the staff educational assistance program must maintain at least a B cumulative average in the course(s) to remain eligible for reimbursement under the staff educational assistance program. Should the employee fall below a B cumulative average the employee's status in the staff educational assistance program will be considered "probationary". An employee whose cumulative average remains below a B for two consecutive semesters, or three consecutive academic quarters, shall be removed from eligibility for the staff educational assistance program.
- (9) An employee who receives reimbursement from the college for tuition expenses as part of this staff educational assistance program shall be required to work for Owens Community College as a full-time employee, not less than two years after the employee's completion of the most recent semester of coursework under the employee's approved staff educational assistance plan.

An employee who elects to leave employment voluntarily or who is involuntarily separated for just cause from employment at Owens Community College as a full-time employee, prior to completion of this commitment, shall be obligated to reimburse the college for all monies received within the prior twenty-four month period in conjunction with this staff educational assistance program. Such reimbursement shall be accomplished through the forfeiture of any accumulated paid time off which may be to the employee's credit at the time of separation from the college, and/or a repayment plan whose terms are deemed acceptable to the college. Employees whose contracts are non-renewed or positions are eliminated due to reduction in force, prior to the completion of

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their programs will not be required to reimburse the college for monies received under this program.

These procedures conform to the POLICY amended by the Board of Trustees on February 6, 2018, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of February 22, 2018.

Any updates of the applicable forms will be implemented by the Office of Human Resources.