

APPENDIX IV

AMENDMENT OF 3358:11-5-43 SICK LEAVE PLAN POLICY

3358:11-5-36 Staff educational assistance program policy.

(A) Purpose. The college is committed to the continued training and development of its employees. One method of providing an opportunity for training and development is through an educational assistance program. This program is designed to encourage employees to increase their education and to assist them in that pursuit. Each year the college sets aside monies to be expended as reimbursement for full-time non-bargaining unit employees staff members seeking educational assistance.

~~(B) Guidelines.~~

- ~~(1) All regular full-time employees with satisfactory work and attendance standards 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. Not more than two courses may be taken by an employee in any one academic quarter or semester and all comparable transferable courses must be completed at Owens Community College.~~
- ~~(2) Employees on a leave of absence other than Family Medical Leave are not eligible for reimbursement under this policy. Employees separated from the college due to a Reduction in Force shall be eligible for reimbursement for the fiscal year in which they are laid off, but shall be ineligible thereafter unless recalled to work from layoff status. If an employee's program is terminated because the employee is not recalled within one year from the effective date of layoff, the employee will not be required to repay any monies awarded under this program.~~
- ~~(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.~~
- ~~(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 grants should participate in those plans. Participation in the college's plan is only for that portion of the tuition those plans do not cover.~~

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- ~~(5) The employee's plan must be approved prior to registering for courses in order to be eligible for reimbursement.~~
- ~~(6) Following approval, the application form will be submitted to the human resources office to determine if funds are available to cover the request for the first year. The total amount of money set aside by the college each year for this program will be divided among eligible applicants on a pro rata basis, consistent with procedures adopted by the Human Resources Division. The maximum amount the college will reimburse per credit hour for degree bearing programs is the mean tuition rates for all public higher education institutions in Ohio at both the graduate and undergraduate levels, as appropriate to an employee's particular program, and excluding both the highest and lowest cost schools from the calculations. The employee will be obligated to assume any tuition costs beyond the applicable mean, regardless of institution attended.~~
- ~~(a) If there are no funds available when the employee's program is approved, the employee will be placed on a waiting list.~~
- ~~(b) As monies are released from another employee's fund, the waiting list is reviewed and one or more employees on the list may receive reimbursement in accordance with established procedure.~~
- ~~(7) Each year the employee wishes to participate in the program, the employee must complete an update/encumbrance form to set money aside for the next year~~
- ~~(8) Following completion of the course work, a "Tuition Reimbursement Request" must be submitted to the human resources office. A grade report or transcript must be provided for each course. Coursework will be reimbursed based on the following guidelines:~~
- | 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. Nongraded courses (graded satisfactory/unsatisfactory) must be completed with a "satisfactory" grade and will be reimbursed at one hundred per cent.~~
- ~~(9) An employee who is in the program must maintain at least a B average to remain eligible for reimbursement under this program. Should the employee fall below a B cumulative average the employee's status in the 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 the program.~~

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~~(10) An employee who receives reimbursement from the college for tuition expenses as part of this program shall be required to work for Owens Community College not less than two years after the employee's completion of the most recent year of coursework under the employee's approved plan. An employee who elects to leave employment with Owens Community College, prior to completion of this commitment shall be obligated to reimburse the college for all monies received in conjunction with this 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 who are non-renewed or terminated for cause prior to the completion of their programs will not be required to reimburse the college for monies received under this policy.~~

~~(11)~~(B) ~~The Vice President of Human Resources~~ vice president of human resources is authorized to adopt procedures consistent with this policy.

Effective date: XX/XX/XXXX

Certification

Date

Promulgated under: 111.15
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