

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO: 3.10.4**

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**SUBJECT: TUITION REIMBURSEMENT**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY:**

**ISSUED: 2-3-92 REVISED: 4-16-92, 7-27-95, 7-14-98, 2-14-08, 7-1-10, 7-1-2012, 7-1-13. 9-6-16, 11-7-17, 7-01-2018; 7-1-2019**

**EFF DATE: 8-01-95**

**PURPOSE:** To encourage employees in their professional development by assisting them to pursue advance formal education which will be of benefit to them.

**POLICY:** Full-time employees who enroll in courses which are related to their present position, to another position in the same family of jobs, or to any profession, speciality, or certification are eligible to apply for reimbursement, provided certain eligibility conditions are met.

Marklund budgets a specific amount for tuition reimbursement every fiscal year, (7-1 through 6-30). At such time that all funds available for the current fiscal year have been allocated for approved applications for reimbursement, any further applications will be put on a waiting list for that year.

**PROCEDURE:**

I. Employee Eligibility

Full-time employees are eligible for reimbursement after one year after their hire date. Example: If the hire date is 8/10/2019, the employee would be eligible beginning 8/10/2020. They must remain in full-time status for the duration of the course. Employees may not be in any written stage of Developmental Action. Employees must remain in good standing for duration of the class(s). Any approved applications for tuition reimbursement that have not already been paid will be rejected if an employee is placed in Developmental Action.

II. Maximum Annual Reimbursement and Eligible Expenses

- A. Maximum annual tuition reimbursement will be calculated on an academic year basis, beginning on or about July 1 of each year.
- B. Full-time non-exempt employees are eligible for a maximum of \$4,000 in tuition reimbursement for classes that begin on or after July 1 and are completed before June 30.
- C. Full-time exempt staff are eligible for a maximum of \$5,250 in tuition reimbursement for classes that begin on or after July 1 and are completed before June 30.

- D. Employees receiving, or who are eligible to receive financial aid from the Veteran's Administration, scholarships, grants, etc. must utilize these benefits to the fullest extent each term before Marklund tuition reimbursement will be considered.
- E. Eligible expenses are the cost of tuition only. Other related expenses such as registration fees, supplies, textbooks, lab fees, etc. are not eligible for reimbursement.

### III. Institution and Course Requirements

- A. The course content or the degree the employee is seeking must be used toward a profession, specialty or certification .
- B. Courses must normally be taken at an accredited university, college, or junior college, professional or technical school or health related institution. Certain correspondence courses or programs offered by an accredited institution or recognized by professional organizations, upon the recommendation of the Department Director with approval of the Director of Human Resources along with the Marklund Leadership Team, will be eligible for reimbursement. Marklund reserves the right to deny requests for tuition reimbursement at any of the above institutions if the institution is found to be in questionable standing. The decision to approve/deny would ultimately be the responsibility of the CEO.
- C. All courses must be completed successfully as evidenced by a grade "B" or above for graduate work, a "C" or above for undergraduate work, a certificate of successful completion or a "Pass" if on a "Pass/Fail" system.

### IV. Application and Evidence of Completion

- A. Application form for tuition reimbursement must be completed, along with a supervisor's recommendation for continuing education and submitted to the Administrative Assistant to the Director of HR at least one (1) week prior to the class start date. All applications will be reviewed by the Director of Human Resources and the Leadership Team for approval. The Leadership Team meets monthly on the second Wednesday of each month. Applications received with less than one (1) week prior to the class start date, without a valid reason, may not be approved for reimbursement. Employees will be notified in writing of the approval or rejection of their application.
- B. Within (45) forty-five days after completion of the course, the employee must

present the following material to the Human Resources Department:

1. Official documentation evidencing that the employee has successfully completed the course as described in paragraph III C of the policy.
2. Receipt or other evidence indicating the amount of the tuition for the course indicated on the application, and payment of tuition.
3. If applicable, documentation evidencing other financial assistance received and applied against tuition.

When all required information is received and reviewed for accuracy, a request for payment will be turned in to the Accounts Payable Coordinator and your reimbursement check would be generated with the next normally scheduled check run. You will be contacted when your check is ready for pickup.