1.0 PURPOSE

The University encourages administrative employees (administrators and administrative technical services staff (ATSS)) to further their education and the education of their spouse and eligible dependents by providing reimbursement of tuition charges that have been incurred, in accordance with the terms of this policy.

2.0 TRANSITION PROVISION: Administrative employees, spouses and eligible dependents enrolled in an SSU on-campus course as of fall 2014 will continue to receive the fee waiver benefit (rather than tuition reimbursement). The waiver of tuition and fees as stipulated by the provisions outlined in Policy 4.58Rev (dated 3/15/08) shall continue as long as enrollment is continuous (except for summer term) and/or the current program or course is completed.

3.0 ELIGIBILITY

3.1 For administrative employees enrolling in SSU on-campus courses beginning with the spring 2015 term, the reimbursement of tuition shall be provided to active full-time administrative employees, spouses, eligible dependents, and to those full-time administrative employees who are:

3.1.1 On an authorized leave of absence;

3.1.2 On temporary layoff or furlough status through the layoff or furlough recall periods;

3.1.3 On disability retirement and retirement status with ten years of full-time continuous service per Section 4.4.

3.2 The spouse and eligible dependent(s) of an employee who became deceased while actively employed and who had completed ten (10) years of full-time continuous service shall be eligible for tuition reimbursement per Section 4.5.
3.3 Part-time administrative employees are eligible for benefits as described in Section 4.2. Dependents of part-time administrative employees are not eligible for benefits under this policy.

3.4 In an effort to provide stability with the employment of selected contract services, the reimbursement of some fees may be extended to contracted employees as specifically defined by the Vice President for Finance and Administration in the contractual agreement between Shawnee State University and the contractor.

4.0 TUITION REIMBURSEMENT BENEFITS

4.1 FULL-TIME ADMINISTRATIVE EMPLOYEES

4.1.1 Administrative employees may be reimbursed for a maximum of two (2) courses not to exceed six (6) credit hours per semester.

4.1.2 Administrative employees are expected to register for classes that meet outside of their regular work schedules. In situations in which the course must be taken during the employee’s regular work schedule, with written approval from his/her supervisor, an administrative employee may arrange for a flexible schedule in order to complete the required course.

4.1.3 The restriction of six (6) credit hours shall not apply when on an authorized leave of absence or a temporary layoff or furlough.

4.2 PART-TIME ADMINISTRATIVE EMPLOYEES

A part-time administrative employee is eligible for a maximum of one (1) course per term, taken on the employee's own time. No special provisions will be made in employees' work schedules to accommodate taking the class.

4.3 ELIGIBLE DEPENDENT

4.3.1 An eligible dependent is defined as the spouse, widow/widower, or children 24 years of age or younger and dependent as defined under IRS rulings. Dependents of full-time administrative employees may enroll in as many hours per term as allowed under the University's academic policies.

4.3.2 The maximum benefit for each dependent of an actively employed administrative employee under this policy is 160 semester hours.
4.4 RETIRED FULL-TIME ADMINISTRATIVE EMPLOYEES AND DEPENDENTS

4.4.1 A full-time administrative employee who has formally retired into an Ohio state pension system or approved alternative retirement system (ARP), receiving a pension benefit payment and not actively working as a re-employed retiree (ref. 4.3.2), who has served at Shawnee State University for ten (10) continuous years or more in full-time status, is eligible to receive undergraduate tuition reimbursement benefits on a space-available basis not to exceed 130 credit hours.

4.4.2 A dependent of a retiree (meeting the above criteria) who is actively enrolled in an undergraduate degreed program at the time of the employee’s retirement may continue to receive tuition reimbursement in order to complete the current course of study, not to exceed a total of 130 credit hours.

4.5 DEPENDENTS OF A FULL-TIME EMPLOYEE DECEASED WHILE IN ACTIVE STATUS

4.5.1 A widow or widower and/or dependent child of a deceased administrative employee as defined in 3.2 is eligible to receive tuition reimbursement benefits, as follows:

4.5.1.1 Must be enrolled in an undergraduate degreed program within one year of the active employee’s date of death

4.5.1.2 Will be registered on a space-available basis

4.5.1.3 Will received maximum tuition reimbursement not to exceed 130 credit hours

5.0 ON-CAMPUS GRADUATE PROGRAM REIMBURSEMENT

5.1 Full-time administrative employees (but not dependents) with at least two (2) years of continuous service with the University are eligible for tuition reimbursement for the successful completion of on-campus graduate programs, as follows:

5.1.1 Prior written approval of the degreed program required by the employee’s supervisor through the Vice President
5.1.2 The employee must apply following the same application and selection criteria as all students

5.1.3 Class space must be available, preference will not be given to SSU employees

5.1.4 The reimbursement shall not exceed 50% of the fees on a maximum of eight (8) credit hours per semester

5.1.5 Administrative employees may complete one (1) graduate degree program under this policy

5.1.6 Prior approval by supervisor and Vice President to flex work or modify work schedules (including using earned vacation or comp time) is required in order to maintain a full-time workload.

6.0 ADDITIONAL REQUIREMENTS/Criteria

6.1 Except as described in 2.0 above, effective January 2015, the University will reimburse administrative employees, spouses and eligible dependents for the successful completion (as determined by the program of study requirements) using the following criteria:

6.1.1 Administrative employees, spouses and dependents shall enroll during the regular registration processes

6.1.2 Programs or classes which have special admission requirements or limited class sizes will be available for enrollment in the same manner as made available to the general student body; and administrative employees, spouses and dependents will be required to compete for admission into these programs or courses with other student applicants

6.1.3 Administrative employees, spouses and dependents must remit payment for tuition in accordance with University student payment deadlines

6.1.4 Upon the successful completion of courses the amount of instructional, general, technology and applicable out-of-state fees to be reimbursed shall be determined after the grades are officially posted. All other costs and/or fees are the responsibility of the administrative employee, spouse or dependent
6.1.5 The administrative employee, spouse or dependent must file the Free Application for Federal Student Aid (FAFSA) and complete the verification process if necessary. Reimbursement will be equal to the billed instructional, general, technology and applicable out-of-state fees less any federal, state, or scholarship funds.

6.1.6 All necessary and required forms must be completed according to University policies and timetables. Forms are available on the Financial Aid webpage.

7.0 NON-CREDIT COURSES

Non-credit courses are not eligible for tuition reimbursement as stipulated and provided by this Policy. If completion of a non-credit course is initiated by the employee’s supervisor, is determined by the supervisor that the course directly relates and enhances the employee’s skills and ability to perform assigned duties, and aids in the department’s overall performance, the cost for such course may be paid fully by the administrator’s department.

History
Effective: 08/27/91
Revised: 09/19/14, 03/15/08, 02/09/00, 06/18/93

Applicable Procedures: N/A