

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 2304

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PROCEDURE TITLE: Full Time Non-Instructional Personnel Educational Assistance

STATUTORY REFERENCE: Florida Statute 1001.64

BASED ON POLICY: II-76 All Personnel: Professional Development

EFFECTIVE DATE: January 5, 1988

LAST REVISION DATE: March 9, 2010

LAST REVIEW DATE: March 9, 2010

I. PURPOSE

To advise all full-time non-instructional employees of the eligibility requirements for participation and procedure for applying for and receiving educational assistance.

II. PROCEDURE

A. Employee Eligibility

Full-time non-instructional employees who have completed two or more years of continuous full-time service are eligible to participate in the Educational Assistance Program.

1. Periods of part-time employment and leave without pay are not used to meet the eligibility requirement.
2. Full-time non-instructional employees who have terminated and are rehired are required to wait the two year period from the date of rehire.
3. Tuition may be reimbursed for any semester which begins after the completion of the two year waiting period.
4. Professional exempt contractual employees will be reimbursed for graduate level courses only.

B. Qualified Institutions

Employees must enroll at a qualified institution. These include:

1. Regionally accredited institutions of higher education.
2. State or County approved training site.
3. Vocational training center.

C. Educational Assistance Schedule

Educational assistance is provided in accord with a tuition reimbursement schedule which is subject to change annually and is limited to the following:

1. Eight semester credits for each semester, Fall, Spring and the combined Summer (session A/B).
2. Prevailing semester credit rates charged by FIU state rate 2004-2005 for:
 - a. Undergraduate level
 - b. Graduate level
 - c. Post Graduate level
3. Prevailing rates charged by the Miami Dade County Public Schools, Adult Education Centers.

D. Exclusions

1. Assistance is not provided for enrollment in continuing education courses.
2. Assistance is not provided for:
 - a. Enrollment in courses offered at Miami Dade College
 - b. Enrollment at other colleges or universities for courses offered at Miami Dade College
 - c. Courses for which tuition was fully paid by grants or scholarship

- d. Courses completed with less than a passing grade of “B”
- e. A course taken a second time
- f. A course for which student is enrolled for audit

E. Application

1. Employee completes Educational Assistance Program Application Form in advance of the semester start date and submits the form to the Compensation & Benefits Department by the established deadline.
2. Employee submits completed form with supervisor’s approval and signature to the Compensation & Benefits Department, Division of Human Resources.
3. Compensation & Benefits reviews application for eligibility criteria.
 - a. Approves and notifies employee in writing or
 - b. Disapproves and notifies employee in writing, including reason for disapproval.


F. Reimbursement

1. Employee submits to Compensation & Benefits Department:
 - a. **Official** transcript or **official** grade report (grade B or higher)
 - b. Copy of approved Educational Assistance Application
 - c. Copy of Paid Fee Schedule
2. Compensation & Benefits will review documents submitted and process for reimbursement.

G. Changes in Course Schedule after Approval

1. Employee will notify the supervisor and the Compensation & Benefits Department, Division of Human Resources in writing of any change in schedule.

- 2. Compensation & Benefits will review change for continued eligibility, and
 - a. Approve change in writing or
 - b. Disapprove change in writing, including reason for disapproval.

	3/09/10
PRESIDENT	DATE