

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2304

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**PROCEDURE TITLE:** Support Non-Exempt 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:** January 18, 2005

**LAST REVIEW DATE:** January 18, 2005

## **I. PURPOSE**

To advise support non-exempt employees of the eligibility requirements for participation and procedure for applying for and receiving educational assistance.

## **II. PROCEDURE**

### **A. Employee Eligibility**

Full-time support non-exempt employees who have completed two (2) or more years of continuous full-time service are eligible to participate in the Educational Assistance and Degree/Trade Certification Recognition Program.

1. Periods of part-time employment and leave without pay are not used to meet the eligibility requirement.
2. Full-time employees who have terminated and are rehired are required to wait the two (2) year period from the date of rehire.
3. Tuition may be reimbursed for any semester which begins after the completion of the two (2) year waiting period.

### **B. Qualified Institutions**

Support non-exempt 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 (8) semester credits for each semester, Fall, Spring and the combined Summer (session A/B).
2. Prevailing semester credit rates charged by the State University
  - a. Undergraduate level
  - b. 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 course 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
  - 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.


2. Employee submits completed form with supervisor's approval and signature to the Office of Human Resources.
3. Human Resources reviews application for eligibility criteria.
  - a. Approves and notifies employee in writing
  - b. Disapproves and notifies employee in writing, including reason for disapproval

#### F. Reimbursement

1. Employee submits to Human Resources:
  - a. Official transcript or official grade report
  - b. Copy of approved Educational Assistance Application
  - c. Copy of Paid Fee Schedule
2. Human Resources will review documents submitted and process for reimbursement.

#### G. Changes in Course Schedule after Approval

1. Employee will notify the supervisor and the Office of Human Resources in writing of any change in schedule.
2. Human Resources will review change for continued eligibility, and
  - a. Approve change in writing
  - b. Disapprove change in writing, including reason for disapproval.

	1/18/05
<b>PRESIDENT</b>	<b>DATE</b>