

5.06 Tuition Assistance Program

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to encourage employees to further their formal education.

Procedure:

Eligible employees who elect to return to an institution of higher learning to continue their education may apply for tuition assistance according to the outlined policies and procedures contained herein.

Eligibility

Requests will be considered without regard to race, color, religion, sex, national origin, age, disability, pregnancy, or political affiliation. Eligible employees are those assigned as full-time (average 35 or more hours per week), whose appointments are other than temporary, and who have been continuously employed for one year.

As a condition of tuition reimbursement, an employee who terminates employment with Licking/Knox Goodwill Industries, Inc. within 12 (twelve) months after completing a course(s) under the Tuition Assistance Program shall refund to Licking/Knox Goodwill Industries, Inc. money received for courses taken within 12 (twelve) months of the employee's termination date according to the following schedule:

- Within three (3) months after course completion—100%
- Within four (4) to six (6) months after course completion—75%
- Within seven (7) to nine (9) months of course completion—50%
- Within eight (8) to twelve (12) months of course completion—25%

Any employer-paid fees paid in conjunction with such courses, such as licensure, certificate or other fees, shall be also refunded by the employee according to the above schedule. As permitted by applicable law, the amount to be refunded may be withheld from any termination pay due the employee. Employees terminated through layoff will not be required to make such refunds.

Procedures for Application and Approval

- The employee is responsible for initially paying his/her tuition fees.
- Licking/Knox Goodwill Industries, Inc. will reimburse tuition costs only upon completion of the approved course work and according to the established reimbursement schedule.
- Approval is not automatic. At a minimum, requests must fulfill the following requirements:
 1. Education or training must be obtained at an approved or accredited college, university, secondary school, technical institute, business institute, related educational institute or school. Classes for graduate, undergraduate and continuing education credit will be eligible for consideration.

2. The course work must either (1) improve skills and employee efficiency directly related to the current job assignment or be (2) related to a career advancement opportunity for a reasonable attainable position with Licking/Knox Goodwill Industries, Inc.
 3. The application must be fully approved prior to the first scheduled day of classes.
- Past job performance, likelihood of using the education for the benefit of Licking/Knox Goodwill Industries, Inc., financial limitations at the time the request was made and other relevant criteria will also be considered.
 - Financial assistance received from other sources must not duplicate Licking/Knox Goodwill Industries, Inc. tuition reimbursement.

Applying for Tuition Assistance

- The employee will complete a Tuition Assistance Application. A course outline, which provides a description of the course content, must be attached.
- The application will be reviewed by the appropriate immediate supervisor. All appropriate supervisory levels will sign and date the application if the course is recommended for approval. The application shall be forwarded to the Human Resource Department.
- The Human Resource Department will review the application and information relating to the course description in line with the established requirements. The Human Resource Department will recommend to the CEO/President that the application be approved or disapproved.
- The CEO/President will either approve or disapprove the request.
- The Human Resource Department will communicate approval/disapproval to the employee and enter a copy of the application into the employee personnel file.
- If the request is denied at any step in the review process, this will be noted in the space provided on the application.

Reimbursement Schedule and Procedure

Reimbursement will be a percentage of the actual costs of the tuition fee based on the following completion schedule for eligible full-time employees:

- 90% Completed course with grade of "A"
- 80% Completed course with grade of "B"
- 70% Completed course with grade of "C" or satisfactorily completed an un-graded course
- 0% Did not complete course or unsatisfactorily completed course. (Completed course with grade of "D" or "E")

0% To collect reimbursement, the employee will initiate a purchase requisition, indicating the amount for correct reimbursement due. This amount will be the actual tuition cost multiplied by the applicable percentage. The purchase requisition must be accompanied by:

- A copy of the approved application form;
- A copy of the appropriate grade transcript, certificate of completion, and/or other official proof of grade achievement or satisfactory completion; and
- A copy of the fee receipt, itemizing actual tuition cost or other cost (e.g. lab fees, administration or registration fees, etc.) appears on the receipt.

The purchase requisition and documentation will be submitted directly to the Human Resource Department, who will record completion, verify accuracy of requested reimbursement and receipt of a signed Employee Tuition Agreement, and submit the purchase requisition to the Financial Administrator for processing. Reimbursement will be issued according to the established purchase order procedure and timetable

Approved tuition request will not exceed \$1,000.00 per year, per employee.

The total agency tuition reimbursement plan shall be capped annually based upon current budgetary conditions.

Licking/Knox Goodwill Industries, Inc. reserves the right to withdraw or evaluate this program at any time.