



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

DK-2 Educational Assistance **APPROVED:** November 15, 1994 **REVISED:** September 6, 2005
Year of last review: 2021
AUTHORIZING BOARD POLICY: DK

Classification: Institutional

Vice President or Associate Vice President: Vice President of Financial and Administrative Operations

Designated Contact: Executive Director of Human Resources

OBJECTIVE: To outline the process for employees to access the benefits of the Educational Assistance Program, which is part of the comprehensive Career Advancement Program.

PROCEDURE:

I. Eligibility

Full-time employees who have been continuously employed in a full-time status (as defined by Board of Trustees Policy) for at least three (3) consecutive years prior to the first day of class and who have at least an associate's degree or 66 credit hours.

II. Eligible Institution

Any accredited college/university in the United States which offers degree programs leading to bachelors or higher degrees (e.g. UTEP, NMSU, Webster University, Park College).

III. Eligible Expenses

Expenses incurred for tuition and mandatory fees, such as, lab fees, student activity fee, professional practice, building use fee, etc. for credit courses only when these courses are taken during non-working hours.

IV. Ineligible Expenses

Expenses incurred for books, parking, non-mandatory fees such as admission fee, late registration fee, add/drop fee, Proficiency Examination fees, student ID card, property deposit, etc.

V. Maximum Benefit Payable

Reimbursement is limited to \$600 per employee for course work in each fiscal year. Total program funding is limited to \$100,000 per fiscal year. Reimbursements will be processed on a first come first serve basis and will expire at the end of the funding or fiscal year, whichever occurs first.

VI. Conditions for Reimbursement

The employee must file an application for Educational Assistance, attaching the registration receipt and Career Development Plan. The application must be sent to the Human Resources Department within 30 days after the first day of classes in order to be eligible for reimbursement. The participant must receive a "C" or better, or in the case of graduate work, where no grade is given, the participant has satisfactory completion. The participant must maintain a regular full-time work schedule during the term of the course and must be a full-time employee at date of completion of the course.

VII. Reimbursement

After completion of the course the employee must submit proof of completing the course with a "C" or better grade. Reimbursements will be paid to the participant through the next regular payroll schedule. Payments are subject to federal income taxes and FICA Medicare taxes, but do not qualify as salary for retirement purposes.