



EMPLOYEE EDUCATION BENEFIT PROGRAM

Title:	Employee Education Benefit Program
Policy Type:	Administrative
Policy Number:	10-08 (2016)
Approval Date:	08/10/2016
Responsible Office:	Office of Human Resources
Responsible Executive:	Vice President for Finance and Administration
Applies to:	University Community

POLICY STATEMENT

Norfolk State University encourages its employees to take the initiative in promoting their professional and scholarly growth. The Employee Education Benefit Program is a discretionary fringe benefit provided by the University. The waiver program is not an entitlement and may be altered or abolished by the University at its discretion.

PURPOSE

This policy provides all full-time employees with tuition waiver benefits and other instructional services in order to assist those individuals in pursuing their academic goals by affording them the opportunity to utilize the educational services available at Norfolk State University. This policy provides two different procedures depending upon the employee's purpose in utilizing the University's educational services. These are: (1) those employees requesting tuition waiver benefits for *work related* educational services; and (2) employees not requesting tuition waiver benefits but who are enrolled in classes during their assigned working hours.

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CONTACT(S)

Office of Human Resources officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) Creating and Maintaining Policies <https://www.nsu.edu/Assets/websites/policy-library/policies/01/BOV-Policy-01-Creating-and-Maintaining-Policies.pdf> through the appropriate governance structures. Questions regarding this policy should be directed to Office Human Resources.

DEFINITION(S)

1. Educational Assistance - Agency-provided assistance that supports employees' pursuit of approved educational courses, or the acquisition of job-related degrees, professional certifications or licenses.
2. Training - Instruction provided to stimulate change. Its focus is short-term and directed solely at furnishing knowledge or skills that employees need to carry out their present work duties efficiently and effectively.

STAKEHOLDER(S)

University Community

EMPLOYEE EDUCATION BENEFIT PROGRAM POLICY CONTENTS

- A. The Employee Education Benefit Program applies only to *job-related courses that are part of a degree seeking program or job-related courses that relate to current job duties and supports NSU's mission.*
- B. The Employee Education Benefit is dependent upon available department funding.
- C. Eligibility Requirements for the Employee Education Benefit Program:
 1. All employees must complete a continuous 12-month period of employment in order to be eligible for the Employee Education Benefit Program. Probationary employees are not eligible.
 2. You must be admitted to Norfolk State University as a Student.
 3. Eligible employees will receive a tuition waiver for up to six (6) credit hours per semester, excluding summer.
 4. The waiver is for tuition only. The eligible employee must pay all associated mandatory and/or non-mandatory fees, such as books, lab fees, etc.
 5. The tuition waiver is non-refundable.

6. All waivers under this policy are charged at the in-state tuition rates.
7. The Employee Education Benefit applies only to for-credit courses offered by Norfolk State University that are part of a degree program or job-related courses that relate to current job duties.
8. The maximum credit hours per employee covered under this policy will be one half of the required course credits for graduation not to exceed 60 credits for undergraduate and 18 credits for graduate. The Human Resources Office will track these hours.
9. The tuition waiver will be withdrawn for any course with a grade less than a “C” or an “T” (Incomplete course.)
10. Under this policy, if the employee drops or withdraws from a course(s) the employee is responsible for any required payment(s) of the course(s).
11. The tuition waiver will be canceled on the employee’s termination of employment at the University.
12. If employment termination occurs prior to the end of the semester, the employee is responsible for paying that semester’s charges in full.
13. Employee Tuition Benefits do not apply to family members or dependents.

C. PROCEDURES

- **Submitting Tuition Waiver/Assistance Forms**

Submit a completed Tuition Waiver and Non-Tuition Waiver Request Form to Human Resources prior to each semester that the waiver/assistance is being requested **no later than the last day to add a class in the term for which the waiver/assistance is being requested.**

- **Job Related Tuition Waiver Procedure**

1. Employees must submit a formal request to participate in the tuition waiver benefit program to their supervisor (see Tuition and Non-Tuition Waiver Request Form).
2. If necessary, supervisors may develop a modified work schedule to ensure that the employee meets the required 40 hour work week.
3. Any modified work schedule must be signed by both the supervisor and employee, and approved by the Office of Human Resources.
4. All parties should receive a copy of the approved modified work schedule.

- **Non-Tuition Waiver Procedure**

5. This procedure applies only to employees who are not utilizing the Employee Education Benefit Program but are enrolled in classes during their assigned working hours.

6. Any employee who is enrolled in educational courses during assigned working hours must complete and submit a Tuition and Non-Tuition Waiver Request Form and must comply with items C.1 through C.3 above.

PUBLICATION

This policy shall be widely published or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

1. Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
2. Submit the policy to the President's Office for inclusion in the online Policy Library within 14 days of approval;
3. Post the policy on the Division's SharePoint Site and/or Website; and
4. Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 12/12/2021
- Approval by, date: President, 08/10/2016
- Revision History: 02/01/89, 08/05/16, 04/26/17, 07/31/19
- Supersedes: Policy No 45.008 Employee Education Benefit Program 04/01/09

RELATED DOCUMENTS

- DHRM Policy Number: 5.05 – Employee Training and Development
http://web1.dhrm.virginia.gov/itech/hrpolicy/pol5_05.html
- DHRM Policy Number: 5.10 – Educational Assistance
http://web1.dhrm.virginia.gov/itech/hrpolicy/pol5_10.html

FORMS

- Tuition Waiver and Non-Tuition Waiver Request Form (attached).



Employee Education Benefit Program (Tuition and Non-Tuition Waiver Request Form)

Employee Name: _____ Employee ID#: _____

Department: _____

Supervisor's Name: _____

Work Related [] Non-work Related [] Non-tuition Waiver []

Semester: FALL [] SPRING [] TERM: 20 _____

Table with 5 columns: Tuition Waiver Requested Courses, Course No., Sec No., Days of Week, Time(s). Rows 1 and 2.

Table with 5 columns: Non-Tuition Waiver Courses, Course No., Sec No., Days of Week, Time(s). Rows 3, 4, and 5.

This is to certify that I have read and understand Administrative Policy #10-08- Employee Education Benefit Program and my request is in compliance with the policy.

Employee Signature: _____ Date: _____

Approvals

Supervisor: _____ Date: _____ Approved [] Disapproved []
Dean/Director/VP (If applicable): _____ Date: _____ Approved [] Disapproved []
President (if applicable) _____ Date: _____ Approved [] Disapproved []
Human Resources: _____ Date: _____ Approved [] Disapproved []

HR USE ONLY
Number of credits employee has used (including the request from this form) towards benefit _____ as of _____, 20____
Notes:
1. The tuition benefit is solely based upon the availability of tuition funding in the employees assigned department;
2. The maximum credit hours per employee covered under this policy will be one half of the required course credits for graduation not to exceed 60 credits for undergraduate and 18 credits for graduate. Human Resources will track these hours.