

NUMBER: 304

SUBJECT: EMPLOYEE EDUCATION ASSISTANCE PROGRAM

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PAGE 1 OF 1

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**304.1 – EMPLOYEE EDUCATION ASSISTANCE PROGRAM**

As a local strategy to address the faculty shortage, Bridgerland Technical College (BTECH) will allocate funds to the Employee Education Assistance Program if funds are available. These funds have been categorized for use by full-time employees, either hourly or benefits eligible, up to IRS published limits for Associate, Baccalaureate, Master's, and Doctoral level programs. This program is a privilege not a right. Decisions to accept proposals will be made within the budgetary constraints and in accordance with the legitimate business needs of the College as defined by Administration. This program will not provide more than 5 percent of its benefits during any calendar year to highly compensated employees (top 20 percent when ranked by pay for the preceding year.)

Education Assistance Program funds can only be used for tuition and fees. BTECH will determine the actual award amount when developing the employee's assistance package. The maximum annual award per person per calendar year is limited to the current IRS published amount. Program recipients may receive up to four reimbursements (if funds are available). Because the program is not guaranteed renewable, recipients must reapply each year. Applying for the Employee Education Assistance Program does not guarantee an award.

**304.2 – CRITERIA**

Employees will be eligible to apply for consideration if he/she is:

- employed in a teaching or professional capacity full-time (either hourly or benefits eligible) at Bridgerland Technical College,
- accepted into a college or university program beneficial to his/her assignment,
- has been a full-time employee (either hourly or benefits eligible) at BTECH, for at least one year, and
- is a member of a professional association or organization.

**304.3 – APPLICATION PROCESS**

Complete applications, including all support materials, must be submitted to the Vice President for Instruction no later than July 1. Reimbursement of education assistance program costs in excess of IRS published limits is not allowed.

Tuition and fee amounts, not to exceed the program award amount, will be reimbursed through accounts payable to the employee generally within 30 days of receipt of transcript with successful completion of a C+ grade or better. Documentation for reimbursement should be submitted to the Vice President for Instruction for approval and then to the Accounting/Controller's Office for reimbursement.

**304.4 – OBLIGATION**

Acceptance of these funds requires the program participant to successfully complete the course(s) with a C+ grade or better.

Recipients will be contractually obligated to complete three years of post-graduation service with BTECH. Salary renegotiation will not be considered until successful completion of the post-graduation contractual obligation time of service. Cost-of-living pay increases, consistent with entity wide increases, will be provided annually as funded by the legislature. Employees wishing to terminate their employment with the College before completion of the post-graduation obligation time of service will be required to pay a prorated portion of the funds back prior to termination. Failure to repay will result in the remaining balance being sent to collections.

If a participant fails to fulfill their contractual teaching obligation or drops out of the collegiate program, he/she will be required to refund a prorated amount of dollars received from this program.