

NBEC

Policy

Tuition Reimbursement Program

The tuition reimbursement program allows the NBEC employee to take college courses that are directly related to their current position as approved by the Executive Director. The employee pays for tuition, associated fees, and books as they register for the class (lodging and mileage cannot be claimed). Upon completion of the class and proof of a passing grade, the NBEC would reimburse the employee for two-thirds of their expenses.

A fixed budget amount of eighteen thousand dollars (\$18,000) shall be available for tuition reimbursement per fiscal year. An individual cap of two thousand dollars (\$2,000) shall be available to an employee per fiscal year on a first-come, first-served basis until the total \$18,000 cap is reached. Remaining funds do not transfer into the subsequent fiscal year.

In order for classes to qualify for the tuition reimbursement program:

- The employee must request reimbursement by providing a course description to the Executive Director and their immediate Supervisor to determine if the class is directly related to the employee's current position. This step shall take place prior to registering for the class. If the class will impact the employee's current work schedule, this should be discussed and approved by the Supervisor prior to submitting the class to the Executive Director for approval. If the class impacts the employee's regular hours and the Supervisor feels it will negatively impact the services provided to our member districts, the Supervisor can deny the request.
- The Executive Director will send an Email to the employee indicating whether the class is approved for tuition reimbursement or not. If the employee registers for a class and does not obtain prior approval for reimbursement, the class is not eligible for participation in this program.
- Once the class is approved for the tuition reimbursement program, the employee can register for the class. The employee pays for tuition, fees, and books and immediately turns in all *original* receipts to the Asst. to Director. The Asst. to Director will create a requisition for two-thirds of the costs of tuition, fees, and books.

- If the employee's current work hours need to be shifted, it is the employee's responsibility to notify the rest of the staff via Email of their revised schedule.
- Upon completion of the class, the employee must provide a grade card to the Asst. to Director to prove the employee obtained a passing grade (C or above). Once a passing grade is provided, the reimbursement will be approved for payment. A check will be created for two-thirds of the costs and provided to the employee.