

## **Tuition Reimbursement for Management and Confidential Administrative Support Staff Personnel**

### **A. Eligibility**

1. This tuition reimbursement policy shall apply to personnel who occupy those full-time positions now or subsequently listed as Management or Confidential Administrative Support Staff positions that are not represented by a bargaining unit. The salary increments specified in subparagraph F shall apply to Management employees only. By providing the tuition reimbursement benefit specified in this policy, and providing a salary increment upon the attainment of a degree, the College expects to receive the benefit of a more qualified employee for at least two additional years. Accordingly, when applying for tuition reimbursement through this program, eligible management employees must acknowledge their obligation to remain in service with the College for a period of two years following the end of the last semester for which tuition reimbursement is requested.

### **B. Tuition Reimbursement Benefit for Credit Courses**

1. Within the fund limitation set forth in subparagraph E, the College agrees to provide employees covered by this policy with a tuition reimbursement benefit for credit courses taken at an accredited institution of higher education, which courses have been approved in writing by the employee's supervisor and Division Head prior to commencing the coursework and documented reimbursement entitlement as required in subparagraph D. The Division Head must be satisfied that the proposed academic course is relevant to the employee's responsibilities at the College and will not interfere with the performance of the individual's employment responsibilities.
2. The tuition reimbursement benefit will be limited to a maximum of twelve (12) credits per year of course study in degree programs that are beyond the educational credentials required for the employee's position as set forth in the job description for that position, and shall be limited to credits in which grades of "B" or better were earned.
3. Within the fund limitation set forth in subparagraph E, tuition reimbursement shall not exceed the prevailing applicable in-state tuition rate at Rutgers, the State University.

### **C. Tuition Reimbursement Benefit for Non-Credit or Non-Graded Dissertation Enrollment**

1. Within the fund limitation set forth in subparagraph E, the College agrees to provide a tuition reimbursement benefit for dissertation enrollment by employees covered by this policy who are doctoral candidates and who have completed all credit courses required for that degree provided the employee has documented reimbursement entitlement as required in subparagraph D. The dissertation enrollment must be at an accredited institution of higher education, and must be approved in writing by the employee's supervisor and Division Head prior to commencing the coursework. The Division Head must be satisfied that the proposed dissertation enrollment is relevant to the employee's responsibilities at the College and will not interfere with the performance of the individual's employment responsibilities.

*April 16, 1986*

*Revised November 20, 1990*

*Revised May 17, 1995*

*Revised June 15, 2005*

*Revised November 18, 2009*

*Revised May 15, 2013*

2. The tuition reimbursement benefit for dissertation enrollment will be limited to a maximum enrollment of four semesters in non-credit or non-graded courses required of doctoral candidates for the purpose of dissertation advisement or maintenance of matriculation after completion of all credit courses required for the doctoral degree.
3. Within the fund limitation set forth in subparagraph E, the tuition reimbursement benefit for non-credit or non-graded dissertation enrollment shall not exceed the prevailing applicable in-state graduate tuition rate per semester at Rutgers, the State University for the equivalent of three credit hours.

D. Documentation Requirements

1. In order to be eligible for payment of tuition reimbursement under this policy, the employee must present to the Vice President of Human Resources, no later than June 30, a tuition bill together with an official transcript or other official written confirmation verifying that the course has been satisfactorily completed and the grade received. Failure to present this information by June 30 shall exclude the employee from eligibility for tuition reimbursement even though prior approval was obtained from the employee's supervisor and Division Head.

E. Tuition Reimbursement Fund Limitation and Payment

1. The total fund available for each fiscal year for tuition reimbursement to personnel covered by this policy shall be limited to \$30,000. If the total eligible claims received by June 30 exceed \$30,000, the actual amount of reimbursement per eligible credit hour shall be determined by dividing the total number of credits eligible for reimbursement under this policy into \$30,000. The resulting per credit reimbursement amount shall in no case exceed the lesser of (i) the actual cost of the course or (ii) the maximum in-state per credit tuition rate of Rutgers, the State University.
2. Tuition reimbursement payments shall be made to eligible employees on or before August 15.

F. Salary Increment for Management Employees

1. Management employees who attain an academic degree requiring at least 30 credit hours of study from an accredited institution of higher education beyond the educational credentials required for their respective positions (as set forth in the job description for the position) shall be entitled to a salary increment of \$1,400 subject to the limitations in subparagraph F(2), and provided prior approval has been obtained as set forth herein. The employee must obtain approval in writing from his/her supervisor and Division Head prior to commencing the coursework. The Division Head must be satisfied that (i) the proposed academic course is relevant to the employee's responsibilities at the College, (ii) enrollment in the course will not interfere with the performance of the individual's employment responsibilities at the College, and (iii) that the program exceeds the minimum qualifications necessary for the employee's position. Subject to the provisions of subparagraph F(2), this increment shall become part of the employee's base salary.
2. Notwithstanding the provisions of subparagraph F(1), if the grant of the full \$1,400 salary increment results in a base salary which is greater than the appropriate maximum salary

*April 16, 1986*

*Revised November 20, 1990*

*Revised May 17, 1995*

*Revised June 15, 2005*

*Revised November 18, 2009*

*Revised May 15, 2013*

for the grade of the management position held by the employee, the increment granted under subparagraph F(1) shall be reduced so that the employee's base salary does not exceed the maximum allowable base salary for the position. The difference between the \$1,400 increment and the base salary increase shall be paid to the employee in the form of a one-time lump sum payment.

3. Entitlement to a salary increment and any lump sum payment under subparagraph F(1) shall be effective ten (10) days after presentation to the Vice President of Human Resources of evidence from the higher education institution awarding the degree, that the employee has attained the degree.

G. Reimbursement Conditioned Upon Continued Employment

1. When applying for tuition reimbursement through this program, eligible management employees must acknowledge in writing their obligation to remain in service with the College for a period of two years following the end of the last semester for which tuition reimbursement is requested (the "Commitment Commencement Date"). If a management employee resigns employment with the College prior to completing this obligation, the management employee shall be obligated to repay to the College tuition reimbursement payments as follows:

Management employees who complete less than one year of service following the Commitment Commencement Date shall be obligated to repay 100% of the tuition reimbursements received during the two years preceding the Commitment Commencement Date. Management employees who complete more than one year of service but less than two years of service following the Commitment Commencement Date shall be obligated to repay 50% of the tuition reimbursements received during the two years preceding the Commitment Commencement Date.

The College reserves the right to withhold payment for any accrued vacation or sick leave until the resigning management employee has fulfilled his/her repayment obligations under this subparagraph G.

*April 16, 1986*

*Revised November 20, 1990*

*Revised May 17, 1995*

*Revised June 15, 2005*

*Revised November 18, 2009*

*Revised May 15, 2013*