

Somerset Home for Temporarily Displaced Children **Tuition Reimbursement Policy**

Somerset Home, at management's discretion, may partially reimburse tuition for courses leading to a degree from an accredited baccalaureate or master's degree program. Our feeling is a well-rounded education can enhance an employee's skill base and make them more valuable to the organization. Both full time and part time employees are eligible for tuition reimbursement.

Determination of eligibility is based on:

1. Potential of continued employment with the organization.
2. Employed a minimum of six consecutive months, not on probationary status.
3. Must have received an overall performance evaluation rating of "Meets Expectation" or higher on the most recent evaluation.
4. Applicability of the degree to the job and/or future positions in the organization.
5. Completion of the Educational Reimbursement Application.

If reimbursement is approved by the executive director for a degree program, the following criteria apply:

1. Course work must meet requirements for a bachelor's or master's degree.
2. Completion of course must be verified with a final course grade of "B" or better. (Reimbursement will not be approved until after the grade verification is submitted to the executive director).
3. Course must be completed within 1 calendar year of its start.
4. Classes should be scheduled as feasible to not interfere with normally scheduled working hours unless recommended by your supervisor and approved by the executive director in advance.
5. The reimbursement rate will be up to 50% of actual tuition paid, not to exceed the Rutgers University, New Brunswick tuition scale.
6. The executive director must grant written approval prior to registration and reimbursement.
7. An employee who resigns or is terminated prior to grade verification of an approved course is not entitled to reimbursement. The employee must be actively employed at the time the course grade of "B" is awarded to receive the reimbursement.

Maximum reimbursement will be:

1. Up to 50% of course tuition only with an annual maximum of \$1,500.
2. One course per semester.
3. Reimbursement is not available for any course taken subsequent to a course which has not been completed.
4. Time off with pay, if necessary, will be allowed if requested in advance for registration, finals scheduled during working hours and one advisor meeting per term per class.

Application Procedure:

1. An employee must discuss his/her desire to take a course under this program with his/her program director. The employee should be prepared to discuss the length of the course, the place at which the course will be held, the amount of tuition, the relevance to the course to the person's present or future work at Somerset Home and the reason for taking the course.
2. The program director and employee shall complete the education reimbursement application and send to the executive director at least seven days prior to the course starting date.

Approval:

1. The approved or disapproved application shall be sent to the program director within five working days after original receipt by the executive director. The program director will then notify the employee of the decision.
2. Participation in the program is based upon availability of funds and when the application is received (first come, first served).
3. As a general rule all courses must be taken outside of the normal work day.

Reimbursement Procedure:

Upon the completion of an approved course the employee shall present the following:

1. a copy of the approved educational reimbursement application;
2. evidence of payment for the eligible payment of the tuition; and
3. official proof of the grade obtained.

Tax Liability:

Tuition reimbursements may constitute a tax liability on the part of the employee. Any taxable tuition assistance will be reported on the employee's form W-2 issued at the end of the tax year and it is the responsibility of the employee to report this income to the Internal Revenue Service.

Right to Change or Cancel Program:

Somerset Home reserves the right to change or cancel this program or any of its requirements with or without notice. In that event, Somerset Home will honor any previously made commitment to reimburse for a previously approved course if it met the eligibility requirements at the time it was approved to be taken and at the time the course grade of "B" is awarded.

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Educational Reimbursement Application

Today's Date: _____ Employee Name: _____

Date of Hire with Somerset Home: _____

Course Title: _____ Educational Institution: _____

Course Start and End Dates: _____ Course Day/Time: _____

Does course conflict with current SH work schedule? _____

If yes, how will this be resolved? _____

Degree Sought: _____

Degree plan and Personal Commitment Statement:

Office use below line _____

Approved
Comments:

Disapproved

Program director name/signature

Date

Approved
Comments:

Disapproved

Jeffrey Fetzko, executive director

Date