

## **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 bachelor's or master's degree program. Somerset Home believes 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.

*\* For purposes of this policy, an eligible part-time employee is defined as working a total of 416 hours (an average of 16 hours per week) in the six month period before the request for educational assistance is made and approved. The employee must continue to work an average of 16 hours per week while attending school for reimbursement to be approved.*

### **Determination of eligibility is based on:**

1. Potential of continued employment with the organization.
2. A minimum of six consecutive months of employment.
3. An overall performance evaluation rating of "Meets Expectations" or higher on the most recent evaluation.
4. Applicability of the coursework and degree sought to the current job and/or potential employment within 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 one 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.
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.

8. Reimbursement is not available for any course taken subsequent to a course which has not been completed.
9. 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.

**Maximum reimbursement will be:**

1. Up to 50% of course tuition only, with an annual maximum of \$1,500.
2. One course per semester.

**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 then complete the education reimbursement application and send it to the executive director at least seven days prior to the course starting date.

**Approval:**

The approved or disapproved application is 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.

1. Participation in the program is based upon availability of funds and when the application is received (first come, first served).
2. 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 must 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.

