Employee Educational Assistance Policy

The University encourages all employees to take full advantage of the educational opportunities available through programs and activities of the institution to not only improve job skills and performance, but to enhance the educational achievement and intellectual well-being of the individual. In addition to on-the-job training programs or skill enhancement programs offered through the Office of Human Resources, the University encourages the personal pursuit of undergraduate and graduate degrees by employees through enrollment after work hours and in some cases with approval during work hours. Financial assistance is available to full-time employees through the Employee Education Assistance Program or Staff Scholarship Program. Further, where possible, departmental accommodations are encouraged through the discretionary assignment of flexible work hours to permit class attendance if there is no impact on the conduct of official business or work performance of the employee.

26.1 Employee Education Assistance Program (EEAP) Eligibility Requirements

26.1.1 The EEAP permits eligible employees to enroll in courses or a degree program at the University and receive partial reimbursement of resident tuition and fees, subject to the requirements of this policy.

26.1.2 To be eligible to participate in the EEAP, employees must be appointed full-time in a regular non-temporary appointment, have served in their current positions longer than six (6) months, have received a satisfactory rating on the most recent performance evaluation, and must not be subject to a current disciplinary action.

26.1.3 Courses must be related to the duties or prospective duties of employees or satisfy the requirements of a degree plan.

26.1.4 Courses must be successfully completed. Successful completion is determined by a grade of “C” or better for undergraduate courses and “B” or better for graduate courses. Grades indicating “D”, “F”, “W” (Withdrawal), or “I” (Incomplete) are not eligible for reimbursement.

26.1.5 On-line courses, non-credit courses, room and board, and textbooks or supplies are not eligible for reimbursement under the EEAP.
26.1.6 Positions requiring student status as a condition of employment are not eligible to participate in the EEAP.

26.1.7 Compliance with the EEAP eligibility requirements are the responsibility of the employee and respective department head.

26.2 Course Enrollment During Work Hours

26.2.1 Upon approval of the appropriate Director, Chair, or Administrative Officer of a department, a full-time University employee may register for a maximum of one (1) three (3) semester-hour course that meets during normal University working hours for a Fall or Spring session. This provision to allow coursework during working hours does not apply to Summer sessions.

26.2.2 Administrative approval of an employee's request to enroll in a class during work hours is discretionary and consideration of these requests shall first be given to the performance of the employee and needs of the University. While approved class attendance during work hours does not affect normal salary or leave time, actual in-class hours during a work week will not be considered in the computation of overtime eligibility for that work period.

26.3 EEAP Reimbursement

26.3.1 The EEAP provides for reimbursement of tuition and fees subject to the following limits:

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$170</td>
</tr>
<tr>
<td>2</td>
<td>$335</td>
</tr>
<tr>
<td>3</td>
<td>$500</td>
</tr>
<tr>
<td>4</td>
<td>$670</td>
</tr>
<tr>
<td>5</td>
<td>$835</td>
</tr>
<tr>
<td>6 or more</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

26.3.2 After successfully completing a University course, an employee may submit for tuition reimbursement by completing the following steps:

a. The “Employee Education Assistance Program Reimbursement Request” form, which certifies that the requirements of section 26.1 of this policy have been met, must be signed by the employee and head of the department.

b. Attach receipt(s) or other proof-of-payment for the course.

c. Attach proof of successful completion of the course (per section 26.1.4), such as a Goldmine “screenshot” of final grade.

d. Submit the completed EEAP Reimbursement Request form and supporting documents to the Office of Human Resources (HR) for review and verification.

e. Once verified, HR will forward the completed EEAP Reimbursement Request form and supporting documents to Student Business Services for processing of the reimbursement payment.
26.4 Relevant Policy and Statutory Guidance

(a) UT System Regents' *Rules and Regulations*, Rule 30112, Training and Education; (b) The State Employees Training Act, Texas Government Code, Section 656.041 et seq.