

Polk State College Procedure

Subject	Reference	Date	Number
Employee Education Fund (EEF)	DBOT Rule 3.01	10/1/2019	6059

I. Statement of Purpose

Polk State College endorses higher education opportunities for Polk State College employees and provides an Employee Education Fund (EEF) to cover the costs associated with Polk State College-instructed credit coursework. This coverage does not apply to non-credit programs or coursework that does not result in college credit.

II. Eligibility Requirements

- A. All full-time and part-time employees in regularly established positions are eligible for EEF coverage.
- B. Dependents (i.e., the spouse/domestic partner and IRS-qualified dependent children) of eligible employees are also eligible for EEF coverage.
- C. Regular full-time employees and their eligible dependents qualify for 100-percent coverage of tuition and course fees. Regular part-time employees and their eligible dependents qualify for 50-percent coverage of tuition and course fees.
- D. Only tuition, standard course fees, and applicable lab fees are to be covered through EEF. The costs of supplies, books, testing, certifications, Aerospace Program flight training, and so forth, are not covered through this benefit.
- E. Employee Education Funds received by eligible employees and dependents must be reported to Student Financial Services when applying for additional financial aid administered through Polk State College, as this may impact needs-assessment calculations for additional aid.

III. Application for Employee Education Funds

- A. Application forms are available in the Human Resources Department and via the Polk Information Essentials (PIE) site under "Forms." The employee must submit a completed application form along with a copy of the course registration showing the related schedule and fees; these documents must be forwarded to the Human Resources Department for eligibility verification. An

application form to establish authorization for dependents requesting to use EEF must be completed and signed by the eligible employee.

- B. Any eligible employee (or dependent) with outstanding amounts due to the College for previous Employee Education Fund usage cannot be approved to use new funds until the outstanding amounts have been paid back to the College.
- C. Once eligibility has been verified for the employee (or dependent), the Human Resources Department forwards the approved application to the Business Services Office of Student Accounts for the awarding of funds.
- D. Course purge dates apply to the Polk State College employee (and his or her dependent), regardless of a pending EEF application. An individual must submit an application at least five business days prior to the scheduled purge date to allow for processing and obtaining coverage.

IV. Awarding Employee Education Funds

The Business Services Office of Student Accounts determines eligible EEF coverage based on full-time or part-time employee status. Outstanding receivables and obligations (i.e., financial and non-financial) are the sole responsibility of the employee (or dependent) and are not covered by EEF.

V. Successful Course Completion

An employee (or qualified dependent) must earn a final grade of A, B, or C to successfully complete a course. Employee Education Funds do not cover courses that do not result in one of these grades. Business Services sends an invoice to an employee (or dependent) for any unsuccessfully completed class covered by Employee Education Funds. EEF cannot be used to cover the full cost of instruction that is associated with third course attempts.


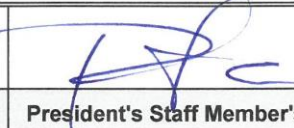
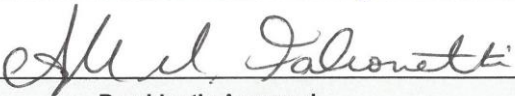
VI. Appeal Process

An employee who has a concern regarding his or her personal EEF eligibility (or that of a dependent) may appeal to the Human Resources Director to evaluate the request. The Human Resources Director evaluates the request and makes a recommendation to the Vice President of Administration/Chief Financial Officer. The Vice President of Administration/CFO makes the final decision regarding disputed eligibility.

History:

Adopted: February 14, 1991

Revised: July 26, 1993; July 25, 1994; August 16, 2010; August 11, 2014; and
October 1, 2019

	10/9/19		10/9/19
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			10/10/19
President's Approval			Date