

Professional Development

Tuition Reimbursement

Employees may request, after three months of eligible employment, participation in a tuition reimbursement program. Approval must be obtained from the appropriate supervisor prior to beginning an eligible course for reimbursement of tuition and fees with a maximum reimbursement for full-time employees of \$400 each fiscal year (Sept. 1 through Aug. 31) based on availability of funds.

1. Prior to enrolling in a course, the approval sections of the Request for Reimbursement form should be completed, with appropriate signatures.
2. Within 60 days after completing the course (a grade of C or better is required) a copy of the original tuition and fee receipt and documentation of a passing grade should be submitted with the reimbursement form to the appropriate supervisor.
3. Reimbursement is made from appropriate college funds after receipt of the completed form documentation with appropriate signature.

Reimbursement is limited to credit courses and up to 6 gsh of research course credit (including dissertation hours) from regionally accredited institutions or CCCC continuing education courses, which are directly related to

current or prospective job duties. Employees may elect to enroll in a credit class on an audit basis and request reimbursement of the tuition as well as the audit fee. Completion of a course must be documented before any reimbursement can be processed. "Prospective job duties" does not include development toward a career path position but does include development for duties that are planned in the existing position. In addition, not all courses in a related degree plan are eligible for reimbursement. To ensure course eligibility, each course needs to be evaluated by the appropriate member of the district's Leadership Team.

With written supervisory approval on the tuition reimbursement form, employees may use up to three paid hours per week of regular work time in order to take an eligible course at CCCC or other accredited institution. Hours to be paid as work time, for non-exempt employees, should be recorded on the time sheet as "paid class time."

With prior written supervisory approval, staff members may also take a class during work hours and adjust the regular work schedule to make up any lost time. Documentation of the adjusted work schedule should be forwarded to the Human Resources Office for inclusion in the employee's personnel file.

Note: Reimbursement requests, which are submitted without the appropriate advanced approvals, may not be processed and the employee may not be reimbursed for the cost of the course.

Tuition Waiver

A full-time employee, who resides outside Collin County, may receive a waiver of the difference between the out-of-county and in-county resident tuition for the employee, the spouse and dependent children.

Full-time teaching faculty, their spouses and dependent children may also receive a waiver between the out-of-state and in-county resident tuition. Both a letter from Human Resources verifying CCCC employment and appropriate documentation of dependent status must be submitted to the Financial Aid Office, which issues the waiver form.

Employment Training Agreements

Employees are frequently offered opportunities to enhance job skills through intensive training programs. To participate in training programs in which the college-paid portion is \$1,000 or more, the employee is required to sign an Employment Training Agreement. The agreement states that the employee agrees that, in the event he/she voluntarily leaves full-time employment with the District within the period of the agreement, the employee will reimburse the district, via payroll deduction on the final regular payroll, for a pro-rata portion of the training program costs.

The supervisor is responsible for ensuring that the Employment Training Agreement is signed by the employee and attached to the appropriate professional leave and travel form.

Employment Training Agreement forms are available from the Business Office and approved agreements are maintained in the Human Resources Office in the appropriate personnel file.