

ELIZABETH CITY STATE UNIVERSITY
Academic Assistance Policy

Preamble

The purpose of the academic assistance program is for workforce planning and development. It provides a tool for managers and employees to support academic activities that directly relate to Elizabeth City State University's (ECSU) identified knowledge, skills, and behaviors (organizational competencies), and which support the mission, vision, and values of ECSU. The academic assistance program is not an employee benefit, right or entitlement; it is a management program for workforce development. Denial of participation in the academic assistance program is not grievable, except on grounds of discrimination.

Utilization of the academic assistance program shall be identified, described, and documented in the employee's development plan within his/her work plan. This provides a measurable link between the employee's increased competency and ECSU's workforce planning efforts.

The academic assistance program provides reimbursement of academic costs if funds are available, and/or time off the job if the course is available only during the working hours. To the extent that any provision of this policy conflicts with the Office of State Human Resources (OSHR) policy statement on academic assistance, the OSHR version shall control.

1. Eligibility

Under this policy, the following eligibility criteria shall apply:

- A. Employees eligible to utilize the academic assistance program
 - 1. Permanent full-time or part-time (half-time or more)
 - 2. Time-limited permanent
 - 3. Probationary after satisfactory performance for a period of not less than six months, as determined by management
- B. Employees ineligible to utilize the academic assistance program
 - 1. Temporary
 - 2. Part-time (less than half-time)

2. Selective Service Registration

North Carolina General Statute 143B-421.1 requires those eligible for selective service to be registered in order to be reimbursed academic costs. The federal Selective Service law specifies that males, both US citizens and immigrant aliens residing in the US and its territories, ages 18 through 25, must register with the Selective Service.

3. Origination of Request

Requests for academic assistance may be initiated by the employee or management.

- A. Employees may initiate academic assistance for courses to:
 - 1. Maintain/enhance current skills.
 - 2. Develop new skills/competencies for career development within ECSU.

- B. Management may initiate courses to:
 - 1. Ensure employees have mandated licensure or certification.
 - 2. Address a shortage of skilled workers in specific classifications.
 - 3. Develop a pool of employees for workforce planning.
 - 4. Build specific high priority skills.
 - 5. Address performance expectations of the employee as specified in the performance management improvement plan.

- C. The designation, “management initiated” can only be determined with the approval of the Chancellor, or designee.

- D. Job-related degrees and corresponding non-work related courses within a degree program may be approved at the discretion of management.

4. Academic Sources

- A. Academic courses/degrees from accredited community colleges/colleges/universities via traditional classroom, video-based, distance learning, web-based, e-learning and certain correspondence courses (see Ineligible Sources below) are eligible for approval.

- B. Academic courses are defined as a course/degree provided by an accredited community college/college/university. The course must provide academic credit (as opposed to CEUs), be listed in the college/university course catalog and charge tuition in the traditional meaning of tuition (as opposed to only registration fees). Accreditation must be via an accrediting agency authorized by the US Department of Education.

5. Ineligible Sources

Correspondence courses not accredited by an accrediting agency recognized by the US Department of Education or the Council for Higher Education Accreditation for academic credit are not eligible under this policy.

6. Approved Courses

- A. Management, when making the determination whether to provide academic assistance to take a specific course, must consider the basic principle “deemed beneficial to both ECSU and the employee”.
- B. Completion of the course should have a direct benefit to ECSU. The improved knowledge, skills and abilities gained by the employee should benefit the individual in completion of his/her current and/or potential job duties. Management should consider workforce planning, succession planning and career development in approving employees to receive academic assistance.
- C. Guidelines to consider in course selection:
 - 1. Courses which provide knowledge and skills directly related to maintaining or improving current job skills; and also courses mandated by law or regulation as a job requirement for continued employment.
 - 2. Courses directly related to the employee’s current job or a documented workforce need.
- D. When approving courses, management must consider workforce planning in developing employees who demonstrate the ability to perform at a higher level of responsibility. Hard to recruit classifications are areas in which an employee could be approved to take courses outside his/her current classification level to meet future work needs.
 - 1. Examples of hard to recruit classifications:
 - a. technicians working on a college degree to fill professional engineering positions; or
 - b. health care workers participating in a nursing program, and
 - c. courses included in an academic program which are necessary to complete a management approved degree program.
- E. Academic assistance shall not be approved for courses where management has determined that neither the course nor degree is of benefit to ECSU.
- F. The Chancellor, or designee, shall approve exceptions to the approved course policy.
- G. Audited Courses
 - 1. Academic courses which are audited are eligible for academic assistance.
 - 2. An employee shall be reimbursed for the same course or course equivalent only once.

3. Reimbursement requires a statement written on school letterhead and signed by the instructor that the employee attended at least 85% of the scheduled class meetings during the academic term.

7. Certification/Licensing (Post Employment)

- A. Incumbent employees who meet minimum educational requirements for employment and for whom certification/licensing is required after employment or is deemed desirable by management and approved by the Chancellor or designee are eligible for academic assistance under the following conditions:
 1. Certification/licensing is mandated, or
 2. Certification/licensing is a policy requirement of ECSU.
- B. Academic assistance is authorized for certification or licensing only if the certification or license is attained via academic course work.

8. Leave

- A. An approved course shall be taken on the employee's own time. If a course can be taken only during working hours, eligible employees must request academic leave prior to the beginning of the course allowing sufficient time for the academic assistance request to be reviewed. A leave of absence with or without pay may be approved in compliance with the Educational Leave Policy located in Section 5 of the State Human Resources Manual.

9. Reimbursement

- A. **Academic Costs**
Eligible employees approved for academic assistance may be reimbursed academic costs charged by the academic source at which the employee is enrolled. Academic costs are defined as charges assessed by an academic source to every person enrolling for the course. These charges are required of everyone and are neither negotiable nor discretionary for the individual enrolling in the course. Academic costs include in-state tuition, fees and course lab/fees. Course/lab fees must always be itemized. Reimbursement of course/lab fees may require a written statement from the academic source justifying the fee as a required fee in addition to other fees.
- B. **Amount of Reimbursement**
Eligible employees may be reimbursed approved academic costs charged by the academic source where enrolled. ECSU may reimburse all approved academic costs as specified in the paragraph "Academic Costs", or reimburse only tuition

and other academic-related fees, but not fees unrelated to registering for a course or a degree program, such as dorm, student union construction, athletic fees, student health services, cultural event fees, and other such fees.

1. ECSU may also, with a *bona fide* business justification, reduce the amount of reimbursement per employee to a set amount less than the tuition and fees and/or limit the number of courses for which any one employee may be reimbursed in an academic term.
 2. In fiscal years when reimbursements are an amount less than the academic costs specified in the paragraph "Academic Costs", ECSU shall make this information available to all employees at the beginning of the fiscal year and apply this limitation in a fair and equitable manner to all employees requesting academic assistance in that fiscal year.
- C. Academic courses from the University of North Carolina Institutions and Institutions of the North Carolina Community College-System shall be reimbursed at 100% of academic costs for up to 20 credit hours per fiscal year.
- D. Academic courses from all institutions other than institutions of The University of North Carolina and institutions of the NC Community College System shall be reimbursed up to the maximum academic cost charged by the UNC institutions for up to 20 credit hours or 32 quarter hours per fiscal year. This amount will be determined by OSHR and published within 10 working days of the adjournment of the General Assembly and the meeting of the UNC Board of Governors to approve fees.
- E. Reimbursement of tuition and fees from out-of-state colleges/universities shall not exceed the amount as specified above.
- F. Special Graduate Programs
Graduate professional programs (medicine, veterinary medicine, business, etc.) with unusual course/lab fees, tuition or other fees shall be considered on a course by course basis. The Chancellor or designee may approve payment of these academic costs.
- G. Non-Reimbursable Expenses
Reimbursement shall not be made for the following:
1. Charges specifically related to processing or receiving continuing education units (CEUs)
 2. Application, examination, and graduation fees
 3. Transportation costs

4. Textbooks and supplies

H. Other Financial Assistance

Financial assistance from any other financial aid program shall not be duplicated under this program. The difference, if any, between such aid and the allowable costs under the Academic Assistance program may be reimbursed.

I. Free Tuition

When ECSU employees are granted free tuition and non-negotiable fees, the value of this tuition and non-negotiable fees shall be considered as part of the allowable academic costs.

1. Tuition waiver programs at institutions of The University of North Carolina are authorized by both state law (NCGS 116-143) and governed by IRS regulation (US Code Title 26, IRS Section 117 (d)(2)).
2. The state academic assistance policy is not applicable to tuition waiver programs.

J. Tax Status

1. On January 1, 2013, Congress passed the American Taxpayer Relief Act that permanently extends employer provided education assistance (Section 127 of the Internal Revenue Code). This allows an employee to exclude from income up to \$5,250 per year in educational assistance at the undergraduate and graduate level.
2. ECSU follows the guidelines as listed in IRS Publication 970 regarding an employee's tax exclusion and tax liability for educational assistance benefits.

K. Requirement for Reimbursement

1. Management may consider any current disciplinary action for job performance or personal conduct prior to approval of the application for reimbursement.
2. If funds are available, the applicant shall receive reimbursement of approved academic costs upon submitting evidence of satisfactory completion of a preapproved course. Completion is defined as "Satisfactory", "Pass", or a grade of "C" or better for undergraduate courses, and a "B" or better for graduate courses. An "Incomplete" shall not be reimbursed until a final grade is issued.
3. Requests for reimbursement should be submitted within 30 days of completion of the course or receipt of grade.

L. Employee Transfers and Separations

1. If an employee transfers from another State agency to ECSU, and subsequently completes an approved course, the employee should submit a request for reimbursement to ECSU. ECSU is responsible for processing the request per the provisions of this policy, and providing reimbursement if funds are available.
2. Employees who separate from State service, except by reduction in force, are not eligible for reimbursement.

10. Thesis/Dissertation Research Courses

Job-related thesis/dissertation research courses at the masters/doctoral level are restricted as follows:

- A. All required written examinations for the degree shall be successfully completed before the course is approved.
- B. A maximum of 15 hours leave may be approved for each academic credit hour. All leave hours shall be used during the academic term and may not be accumulated.
- C. A maximum total of 9 academic credit hours are allowed for any one employee.

11. Courses Taken at ECSU Request

Due to specific high priority skill needs of ECSU, employees may be requested by management to take specific courses or degree programs. Under these circumstances, the following shall apply:

- A. All limitations under the provisions of this policy are waived. Employees are still responsible for requirements for withholding taxes and FICA.
- B. All expenses to the individual should be reimbursed related to acquiring the necessary course or degree, to include:
 1. travel costs;
 2. examinations and administrative fees;
 3. textbooks and other course materials;
 4. any books or materials paid for by ECSU become the property of ECSU.
- C. If courses taken at the request of ECSU exceed the credit hour per fiscal year limitations of the academic assistance program, then the situation shall be administered under the policy provisions for Extended Academic Leave.

- D. The designation, “At ECSU Request”, can only be determined with the approval of the Chancellor, or designee.
- E. Courses specified as part of an employee’s improvement/development plan are not considered to be at the request of ECSU unless approved by the department head or designee.

12. Administration Responsibility

- A. ECSU shall be responsible for:
 - 1. Administering the program within the provisions of this policy in a fair, consistent and equitable manner.
 - 2. Designating an ECSU coordinator to assist with the delegation and consistent implementation of this policy throughout ECSU.
 - 3. State Equal Employment Opportunity policies and procedures are applicable.
 - 4. Retaining records, on a fiscal year basis, of academic assistance activity. This information shall be reported annually to OSHR upon request and shall include the following:
 - a. Number employees participating in the program,
 - b. Amount (tuition and fees) reimbursed,
 - c. Number employees granted educational leave,
 - d. Number of educational leave hours granted with pay and without pay,
 - e. Number employees taking courses at agency’s request,
 - f. Number employees granted extended education leave,
 - g. Number of extended educational leave hours granted with pay and without pay,
 - h. Number of employees taking courses for mandated/required certification/licensing.

13. Approval of Application

- A. Employees applying for academic assistance must receive a written response from management regarding approval/disapproval of academic assistance requests, which notes any changes in the application or conditions of approval. The response must also indicate whether reimbursement for the course is subject to withholding taxes or budgetary restraints. Management should consider overall job performance, including active documented coaching, performance

improvement plans, letters or any other current disciplinary action prior to approval of the application.

14. Procedures

- A. To receive academic assistance, an employee shall:
1. Complete the Application for Academic Assistance and forward it to the immediate supervisor
 2. Submit the form prior to enrollment to allow for review, approval and notification to the employee. The Chancellor, or designee, may approve an application received after class begins under the following circumstances.
 - a. Funding for the academic assistance program was delayed and enrolling in the class was contingent upon the programs' approval.
 - b. Employee was asked by management to enroll in the class after its inception.
 - c. An administration error was made by the educational institution or ECSU.
 - d. There was an unforeseen, unavoidable major crisis.
 3. Provide written notice to ECSU as to the reason an application is being submitted after a class begins. The written notice will become part of the employee's academic file.
- B. The application must include:
1. The course title(s), institution and location, class schedule, and whether the course is for academic credit, audit or certification/licensing.
 2. A description of the course(s) and how the course(s) meets the criteria under the approved courses section of this policy.
 3. The amount of academic cost reimbursement, specifying tuition and/or fees, and any course/lab fees requested.
 4. A specification of requested time off from work for academic leave including travel time.
 5. If time off from work is requested, a statement demonstrating unavailability of the course except during work hours.