

**Florida A & M University  
Office of Human Resources**

**HR OPERATING POLICY-PROCEDURE**

**Procedure No. HR-5001**

<b>Subject: Tuition Reimbursements</b>	
<b>Authority: 1001.74 Florida Statutes; BOT Policy 2005-22</b>	<b>Date: 05/20/2005 Date of Revision: 3/2017</b>
<b>Purpose</b>	To establish the procedure for processing tuition reimbursement to eligible employees in a timely fashion.

**1.0 General Information**

Tuition Reimbursement offers opportunities for regular, full-time employees of Florida A&M University (FAMU), with the exception of those employees governed by a collective bargaining agreement to take Courses at FAMU and other universities in the Florida State University System during the Fall and Spring Semesters.

**2.0 Responsibilities & 3.0 - Procedures**

**A Employee Eligibility and Responsibilities:**

1. Regular full time FAMU employee classified as an A&P, Executive Service, Faculty, or USPS.
2. Good standing;
3. Employed for at least one (1) year, at the time of enrollment for the course(s);
4. Admitted to the enrolling institution as a degree or non-degree seeking student;
5. Take educational courses which enhance the employees job duties;
6. Take the educational courses(s) for credit and successfully complete the course(s);
7. Intends to, and does, remain on the active payroll in one of the above classifications during the entire term of the class, as a regular full-time employee;
8. Successfully completes the course, which is defined for purposes of this policy as receiving a grade of "C" or for undergraduate and grade of "C" for graduate courses; and
9. Provide the required documentation to the Office of Human Resources for approval in a timely fashion such as proof of payment (i.e. an original receipt or cancelled check) and an official transcript of grades within ten (10) work days after the end of the semester.

**B. Coordinator, Employee Relations is responsible for:**

1. Tracking and monitoring (excel spreadsheet) receipt of Tuition Reimbursement applications and amount of tuition costs applied for by eligible employees.

3. Facilitating the check request to be submitted to the University Controller to process tuition reimbursement payment for eligible employees and attaching the appropriate approved applications.
4. Notifying eligible employees that their checks for tuition reimbursement are available for pickup.
5. Obtaining signatures from all eligible employees that received the check for tuition reimbursement.
6. Maintaining records of all applications and copies of check receipt for Human Resources files.

C. Coordinator, Employee Relations is responsible for:

1. Preparing and e-mailing a memorandum to the Budget Office Director and Vice President of Fiscal Affairs to request funds to be transferred to cover the tuition reimbursement payment along with an Excel Spreadsheet listing all eligible employees who are to receive the tuition reimbursement for the specified semester.

D. University Controller's Office is responsible for:

1. Processing the check request for the tuition reimbursement;
2. Notifying Human Resources when the checks are available to be picked up.

#### **4.0 Records**

1. A hard copy of the Tuition Reimbursement application, official transcript, original proof of payment, and a copy of the tuition reimbursement check (w/signature of receipt) are kept for Human Resources files.
2. The Coordinator, Employee Relations must ensure that the hard copy is placed in the employee's Official Personnel file.

#### **5.0 Remarks**

1. Tuition reimbursements are subject to availability of funds as determined by the University President.
2. All decisions regarding disputes of application eligibility and course reimbursements are binding and rest solely with the Associate Vice President for Human Resources. Decisions may not be appealed.