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## **EMPLOYEE TUITION PROGRAM**

Head Start of Washington County, Inc. encourages employees to continue their education in order to develop further skills and competencies. Employees interested in enrolling in college courses should discuss the matter with their supervisor. Head Start reserves the right to prioritize areas of study or continuing education for specific positions to meet the needs of the agency or to comply with national Head Start objectives.

### **POLICY**

The Agency will contribute to continuing education if funds are available and if:

1. The employee has completed three months of employment as a Full Time/ Full Year or Full Time/ Part Year employee.
2. In the opinion of management, the courses selected are directly related to the employee's job and / or the purpose of the Agency, or are intended to help the employee obtain his/her undergraduate degree.
3. The staff member has completed an Education Plan and obtained prior approval from his or her supervisor and from the Executive Director.
4. The employee signs a tuition agreement.
5. The employee completes the course with a final grade of C or better.
6. The employee remains employed at the Agency for a full year after completion of the course. If the employee terminates employment (voluntarily or involuntarily) prior to completion of the full twelve months, the employee will be required to repay part or all of the course based on the number of months he or she was employed following completion of the course. That amount may be deducted from the employee's final paycheck.

Staff must attend classes during non-working hours unless special funding allows for class attendance during working hours. Staff will not be compensated for time spent in or out of class or for mileage related to the coursework, unless special funding allows.

Regardless of where an employee attends school, Head Start will contribute an amount up to \$1,000 per semester for tuition costs, if funds allow. The cost of required books up to a maximum of \$200 per semester will also be contributed by the Agency, if funds allow.

### **PROCEDURE**

The employee will submit the tuition request indicating the amount of tuition and books for the semester. Head Start will issue a letter of credit to the chosen institution detailing the amount of tuition and books that will be contributed by Head Start. The Agency will pay the agreed upon contribution for the cost of the coursework and required books, upon receipt of an invoice.

Upon completion of the course, the employee must present proof of completion of the course with a grade C or higher. This evidence will be maintained in the employee's personnel file. If the employee fails to provide evidence of completion of the course with grade of C or higher, the employee will be required to repay the cost advanced by the Agency. That amount will be deducted from the employee's pay.

*Approved by BOD 11/29/2001*

*Approved by Policy Council 11/28/2001*