

**SOUTH CAROLINA STATE FISCAL ACCOUNTABILITY AUTHORITY
TUITION ASSISTANCE POLICY AND PROCEDURE
(Suspended)**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Policy

The State Fiscal Accountability Authority's Tuition Assistance Program provides employees the opportunity to further their education to develop a workforce that can better meet the needs of the Agency in accomplishing its mission. The Tuition Assistance Program will be administered by the Authority's Office of Human Resources. The program shall be governed by guidelines and procedures as listed below.

II. Guidelines

- A. Only employees who occupy full-time equivalent, temporary grant, or time-limited positions, work 30 or more hours per week and have at least six months of satisfactory service with the Authority are eligible for tuition assistance. Also, new employees occupying such positions who complete courses during their first six months with the Authority are eligible for reimbursement upon completion of at least six months of satisfactory employment with the Authority.
- B. An employee must remain employed with the Agency for at least six months after receiving tuition reimbursement. An employee whose employment is terminated prior to that time, whether voluntarily or involuntarily, must reimburse the agency on a prorated basis.
- C. Applications are submitted to the Office/Division Director or his/her designee. Applications will be approved for one academic term at a time and will be considered in order of receipt. An application must be submitted prior to the beginning of the academic term for each course.

- D. The Tuition Assistance Program will be administered by the Authority's Office of Human Resources. The State Fiscal Accountability Authority has the right to limit or to change the parameters of the program at any time and for any reason.
- E. Tuition assistance may be provided for no more than six credit hours per academic term per employee or 12 credit hours per fiscal year.
- F. Employees who participate in the program are required to work the normal number of hours in their work schedule. Management may grant alternative work schedules for employees and/or allow the use of annual leave to accommodate class schedules. This accommodation is at the sole discretion of management. However, such schedules must not interfere with the services of the Agency. Employees must obtain approval in advance for time off and/or variable work schedules from their supervisors in accordance with Authority policies.
- G. Tuition assistance may be offered for classroom and on-line coursework from accredited institutions of higher learning located within South Carolina. Exceptions may be granted by the Authority's Office of Human Resources on a case-by-case basis. The school must be accredited by a Regional Institutional Accrediting Agency that has been approved by the United States Department of Education. The Office of Human Resources will verify the accreditation.
- H. For employees enrolled in a degree program, the degree must have a direct relationship to the current job responsibilities or to career development opportunities within the State Fiscal Accountability Authority in order to be approved for reimbursement. This program is limited to Associates, Bachelor's and Masters degree programs. The Office/Division/Agency Director has sole discretion to determine whether a course is job related or enhances performance/promotion potential.
- I. Courses taken for academic credit but not toward the completion of a degree must be approved by the Office/Division Director or his/her designee. The coursework must have a direct relationship to the current job requirements or to career development opportunities within the State Fiscal Accountability Authority. The Office/Division/Agency Director has sole discretion to determine whether a course is job related or enhances performance/promotion potential.
- J. Employees must pass the course(s) taken with at least a "C" to have tuition costs reimbursed.
- K. If an employee is receiving other assistance that does not require repayment, i.e. veterans' benefits, scholarships, grant-in-aid, and etc., the employee can

- only be reimbursed for eligible costs as long as the reimbursement and other funds received does not exceed the total cost of the course(s). Acceptance of tuition assistance from the State Fiscal Accountability Authority when receiving other assistance that covers the entire cost of the course(s) is grounds for disciplinary action.
- L. Participation in the Tuition Assistance Program will not be subject to appeal or review outside the Agency. Selection will be non-discriminatory.
 - M. A Tuition Assistance Form must be completed for each academic term. All requests for tuition assistance must specify the amount of reimbursement requested and be recommended and approved by the Division Director. Courses with different end dates in different fiscal years require separate forms.
 - N. Amount to be reimbursed will be based on employee's salary at the time of application. Salary: Up to \$50,000: tuition and lab fees will be reimbursed per course up to 75% of the cost or \$750, whichever is less, up to a maximum of \$3,000 per fiscal year; \$50,001-\$75,000: tuition and lab fees will be reimbursed per course up to 75% of the cost or \$500, whichever is less, up to the maximum of \$2,000 per fiscal year. Employees must bear any associated costs of the application and acceptance process
 - O. Book costs and other fees are not reimbursable.
 - P. For an employee to be reimbursed, an official copy of grade(s) and receipt for payment to the respective institution must be submitted to Authority Human Resources no later than 30 calendar days after course completion.
 - Q. Resources received from the program may be subject to Federal and State taxes. Each employee who receives tuition assistance is responsible for reporting any such tax consequences.
 - R. Employees who terminate employment for any reason before receiving previously approved tuition reimbursement under the program will not receive reimbursement.