

NUMBER: 350

SUBJECT: EDUCATIONAL BENEFITS—BENEFITS ELIGIBLE EMPLOYEES

APPROVAL DATE OF LAST REVISION: JANUARY 24, 2011

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350.1 – POLICY

Bridgerland Technical College (BTECH) encourages all faculty and staff to continue their educational development. To assist in that regard, Bridgerland has established several educational benefit programs. Each program has unique eligibility and participation requirements.

350.2 – PROCEDURES

350.2.1 – Bridgerland Courses

Courses may be taken by faculty and staff who meet the eligibility requirements.

According to the stipulations described below, benefits eligible employees are eligible to participate. In addition, their spouses and dependent children (under the age of 26 and single at the time of registration) and all Bridgerland former benefits eligible retirees, their spouses, and dependent children (under the age of 26 and single at the time of registration) are eligible to participate.

350.2.1.1 – Benefits eligible employees qualify for participation immediately upon being hired or becoming benefits eligible.

350.2.1.2 – Dependent children and the employee's spouse qualify for this benefit immediately after the related Bridgerland employee has been employed in a benefits eligible position.

350.2.1.3 – Spouses and dependent children of deceased employees, who were eligible when the employee died, will continue to be eligible under the provisions of this policy.

350.2.1.4 – Retirees, their spouses, and dependent children qualify when the retiree meets the minimum definition of retirement as stated in Section 300.349 of the Policy Manual.

The educational benefit for individuals who meet the eligibility requirements is a reduction in tuition by 50 percent of the appropriate rate for the courses being taken. This reduction is for both daytime and evening courses offered and described in the catalog or brochure.

The educational benefits for individuals who meet the above eligibility requirements will only apply to tuition reductions. There is no provision for a reduction of fees.

350.2.2 – Limitations

Courses taken by employees during regular working hours may not interfere with the operation of the employee's department, and the employee must have the permission of his or her supervisor or department head. Regular hours of work missed by employees for class attendance must be made up during the same week in which they are missed.

When the same course is offered during both daytime and evening sessions, the employee is encouraged to enroll for the evening session.

Qualified employees are not restricted by the limitations above for courses that are to be taken during non-working hours.

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350.2.3 – Admission and Registration

All individuals who want to participate in the educational benefits program must apply and be accepted for admission following regular admission guidelines and registration procedures through Student Services.

350.2.4 – Termination While Attending Program

Employees who terminate employment with the College for reasons other than retirement or death disqualify themselves, their spouses, and dependent children from participating in future educational benefits programs, but may complete courses currently enrolled in.

When employment ends, the employee, spouse, or dependent child who is in the process of taking a course with reduced tuition fees under the guidelines of this policy will be allowed to complete that course. Any future courses taken will require payment of the fully applicable tuition costs.

Employees on leave without pay (LWOP) for more than six (6) months do not qualify for the benefits described in this policy. Spouses and dependent children of employees on LWOP are also disqualified from the educational benefits. Employees on sabbatical or other approved leave with pay, their spouses, and dependent children, are eligible for educational benefits described in this policy.

350.2.5 – Financial Limitations

If a tuition waiver from a general tuition waiver fund has been awarded to an employee, spouse, or dependent child, the maximum allowable benefit available when the waiver is combined with the benefits described in this policy is 50 percent of tuition. If the general tuition waiver exceeds 50 percent, then the employee, spouse, or dependent child may not use the reduced tuition benefit described in this policy.

This limitation does not apply to special scholarships specifically identified for the benefit of the individual by the source of the scholarship.

350.2.6 – Taxation

Certain educational benefits received by employees, their spouses, and dependent children may be taxable under current IRS rules. If the IRS rules that all or a portion of these benefits are taxable, Bridgerland will add the value of the benefit received to the employee's income and will withhold appropriate taxes for the amount of the benefit.

350.3 – RESPONSIBILITY

350.3.1 – Department Heads and Supervisors

Department heads and Supervisors are responsible for administering this policy for employees within their departments while considering the needs of the department.

350.3.2 – Student Services

Student Services is responsible for assisting Department Heads, Supervisors, and employees in implementing and administering this policy.

350.3.3 – Employees

Employees are responsible for getting permission from their supervisors to take advantage of the College's educational benefits. If taking courses during regular working hours, employees need to coordinate course times with supervisors to reduce interference with the operation of the department. All employees must follow the normal registration procedures.