

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**  
**Section 420 – Educational Assistance**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) recognizes that the skills and knowledge of its employees are critical to the success of the organization.
- b. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills.
- c. Professional development through workshops/conferences/self-help classes is not part of the Educational Assistance process. Workshops/conferences/self-help classes must be requested, approved and processed according to the purchasing policies, guidelines and procedures outlined in the Accounting Policies and Procedures.

**2. Policies**

- a. PFC may pay for one-course per semester including tuition, books, and related fees, if funds are available.
- b. The cost for tuition will not exceed the current rate at a North Carolina public institution for a college level course. Exceptions to the number of courses and rate may be approved by the President with a written justification.
- c. PFC may provide educational assistance to regular full-time employees and regular part-time employees who have completed the introductory period of service in an eligible employment classification.
- d. To maintain eligibility, employees must remain on the active payroll and be performing their job satisfactorily through completion of each course.
- e. Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance.
- f. PFC's President has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position.
- g. While educational assistance is expected to enhance employee's performance and professional abilities, PFC cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.
- h. Approval of educational assistance for one course does not guarantee that any future educational assistance is automatically approved.
- i. Employees may attend classes during the workday at the discretion of their supervisor and the approval of the President.
- j. PFC invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from PFC's employment within one year of the an educational assistance payment, the employee will be required to repay up to

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- 100 percent of the ~~original~~ educational assistance payment or a portion of the payment based on the number of months he or she was employed following completion of the course. That sum may be deducted from the employee's final paycheck.
- k. The employee must complete an undergraduate-level course with a final grade of 'C' or better, a graduate-level course with a final grade of 'B' or better, and provide documentation of the final grade to the Human Resources Coordinator.
  - l. Employees are required to sign an agreement to pay back the assistance if the appropriate grade is not received.