

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

Employment Information – Benefits

Section 420B – Educational Assistance – Funder Requirements

1. General Information

- a. This policy applies to education assistance provided to an employee as a result of a requirement received from a funder.
- b. 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.
- c. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills.
- d. 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 the number of courses per semester including tuition, books, and related fees required by the funder and based on available funding.
- 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.
- 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. 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.
- g. Approval of educational assistance for one course does not guarantee that any future educational assistance is automatically approved.
- h. Employees will seek out all scholarships opportunities and/or grants, etc before submitting an educational assistance request.
- i. Employees may attend classes during the workday at the discretion of their supervisor and with written 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

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educational assistance payment, the employee will be required to repay up to 100 percent of the 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 no lower than a 'C'; The employee must complete a graduate-level course with a final grade of 'B' or better. Employee will provide documentation of the final grade to the Human Resources Manager.
 - 1) In the event the employee must complete the course with a final grade higher than a 'C' due to scholarship requirements, the employee will abide by the higher requirement.
- l. Employees are required to sign an agreement agreeing that should they fail or not receive the required grade, the employee will pay back the assistance to PFC.
- m. If an employee receives a scholarship that will pay for the course, but only after the employee has passed, PFC will pay the cost of the course up front, after an educational assistance has been approved.
 - 1) Once the employee receives the funds from the scholarship, the employee is required to reimburse PFC up to 100% of the amount paid or the amount of scholarship received, whichever is less.