



Delaware State University

University Area(s) Responsible: Office of Human Resources

Policy Number & Name: 4-09: Employee Educational Benefits Policy

Approval Date: July 1, 2019

I. Purpose

The purpose of this policy is to outline and regulate the educational benefits Delaware State University (the "University") offers to its employees as a way to assist in the development and maintenance of a highly skilled workforce. This policy also provides for a tuition discount for the dependent children of eligible University employees.

Scope

All regular benefit eligible full-time University employees (working at least 35 hours a week) and part-time benefit eligible employees (working more than 20 but less than 35 hours per week).

II. Definitions

- A. Regular Benefit Eligible Employees – All full-time and part-time University employees who have met their probationary period and who are active at the time of course registration, enrollment and attendance.
- B. Tuition - Amount of money expected in payment for credit courses offered at the University.
- C. Fees - Any registration, laboratory or other related fees that must be paid by persons taking courses at the University.
- D. Active Employee - Employee who comes to work to perform his/her duties and responsibilities.
- E. Inactive Employee - Employee who cannot come to work to perform his/her duties and responsibilities because of a legitimate reason such as an accident, health issue or employee disciplinary action.
- F. Semester - Fall Semester, Spring Semester and Summer Session (all summer sessions count as one (1) semester for the purposes of this benefit).
- G. Workday- The specific time(s) an employee is required to be at work. (This is not necessarily the normal Monday-Friday 8:30 a.m. to 4:30 p.m. time period).

III. Policy and Guidelines

A. Employee Tuition Waiver Benefit

All **regular benefit eligible full-time** University employees who have met their probationary period may receive a tuition waiver for up to **9 credit hours at the undergraduate level** per semester or **6 credit hours at the graduate level** per semester **only** at Delaware State University. This tuition waiver will not cover any lab fees, books, or travel expenses which are the sole responsibility of the employee/student. Their

program of study must be approved by the Supervisor, Department Head or Administrator, Provost, Office of Human Resources and the Office of Student Accounts.

All **regular benefit eligible part-time** University employees who have met their probationary period may receive a tuition waiver for up to **3 credit hours at the undergraduate level (only)** per semester **only** at Delaware State University. Their program of study must be approved by the Provost and Executive Vice President of Academic Affairs.

1. The Following Guidelines Apply to the Employee Tuition Waiver:

- a. An application for tuition waiver must be completed for each semester courses are taken.
- b. Any tuition benefits afforded by this policy are subject to change without notification at the discretion of the administration of Delaware State University.
- c. Employees who become inactive (e.g. FMLA, legal matters) will not be eligible to enroll in University courses until they return to work. If an employee becomes inactive while enrolled in a University course he/she may be allowed to finish the course but may not enroll in new courses until he/she is back at work.
- d. Employees utilizing the **Employee Tuition Waiver Benefit** or the **Cooperative Tuition Exchange Program (see below)** must remain in good academic standing per University policy to continue doing so. Incomplete grades must be resolved per University policy before registration into a new course is allowed.
- e. **No special schedule arrangements are to be made for employees enrolled in courses at the University.** Eligible employees are expected to schedule classes before or after their assigned work hours. There will be no accommodations made for employees to make up or extend time either before or after the workday or on weekends. In exceptional instances e.g., course needed to graduate, the Department Director/Chair may submit a request for an adjustment in time on behalf of an employee to the VP in charge of the division for review. There are no guarantees that the accommodation will be granted. If granted, the employee may be required to take accrued leave or personal time for the classes taken during the employees assigned work hours. Documentation supporting the request must be provided for an adjustment review. Such adjustment cannot interfere with an employee's duties, responsibilities, commitment or production and all documents must accompany the Employee Educational Benefit Request Form.
- f. Tuition benefits are not transferable.
- g. Employees receiving this benefit should verify whether it is covered by Internal Revenue Code (IRC) §127.

2. To receive this benefit, the employee must obtain an Employee Educational Benefit Request Form from the Office of Human Resources and:

- a. Complete and sign the form.
- b. Obtain the signatures of his/her Supervisor, Department Head or Administrator, Provost, the Office of Human Resources and the Office of Student Accounts.

B. Cooperative Tuition Exchange Program

All benefit eligible regular full-time University employees who have met their probationary period may receive a tuition waiver for up to 4 credit hours at the undergraduate or graduate level per semester at the University of Delaware or at Delaware Technical and Community College provided that those courses are not offered at Delaware State University. Benefit eligible part-time employees may take up to 4 credits at the undergraduate level only.

1. The following guidelines apply to the Cooperative Tuition Exchange Program

- a. The program is available to benefit eligible full-time employees and part-time University employees who have met their probationary are on the active payroll.
- b. Employees may enroll each term in an academic credit course, for up to four (4) credits. Non-credit courses, including certificate programs, are not eligible for this program.
- c. This program covers tuition only. All other fees in effect at the offering institution are the sole responsibility of the employee. This tuition waiver will not cover any lab fees, books, or travel expenses.
- d. All policies, rates, and charges are subject to change. Each employee, upon enrolling, automatically accepts the obligation to comply with the rules and regulations of the offering institution.
- e. Enrollment in the course must not displace a regular tuition paying student from the class or add appreciable costs to the offering institution.
- f. The offering institution reserves the right to withdraw any course, to change instructors, or to shift the location of any class. A course may be withdrawn in case of insufficient enrollment.
- g. This benefit is not transferable to a dependent child.

2. In order to receive this benefit, the employee must obtain a Request for Cooperative Tuition Exchange Program Form from the Office of Human Resources and:

- a. Complete the form and sign it.
- b. Obtain his/her Department Head or Administrator's signature.
- c. Obtain the signature granting institutional approval.
- d. Take the completed form to the Registrar's Office at the institution where course is being offered.

Courses taken at institutions of higher learning other than the Delaware State University, the University of Delaware and Delaware Technical & Community College are not covered by this educational benefit.

C. Tuition Discount for Dependent Children of Delaware State University Eligible Employees:

Dependent children, 25 years of age or younger, may receive a tuition discount pursuant to an applicable Collective Bargaining Agreement (CBA) or other University employee benefit, per semester for full-time undergraduate study if they meet all University admissions requirements. Other supporting documentation confirming their financial and residential status must be provided and approved. All other University fees (student activities, health fee, housing, meal plan, parking, identification card, etc.) shall be the responsibility of the student.

1. Eligibility Guidelines – Dependent Child

To be eligible for Tuition Discount for Dependent Children, the dependent child must satisfy **all** of the following:

- a. The child must be a natural child, legally adopted, stepchild (claimed as a dependent by the eligible employee/step parent) or a child under the legal guardianship of the eligible employee at the time the benefit is paid. (Documentation is required from an authorized agency for verification e.g. birth certificate, legal adoption document); and
- b. The parent(s) must provide over half of the child's total support for the year (including food, clothing, shelter, education, medical expenses and recreation). Current tax return filing required for verification.

- c. Only dependent children 25 years of age and younger are eligible for this tuition discount.

2. Important Notes for Dependent Children Tuition Discount:

- a. Tuition remission can only be used in the fall and spring semesters for full-time undergraduate students that have been admitted to the University by the Office of Admissions.
- b. An eligible employee must have completed their probationary period prior to the beginning of classes for the semester in which the dependent tuition remission is granted.
 - i. Union employees, excluding AAUP: 3 months
 - ii. Non-union and AAUP employees: 6 Months
 - iii. If the probationary period is extended for any purpose, the educational benefit will not become effective until the employee satisfactorily completes the extension period.
- c. The dependent child must maintain a minimum of 12 credit hours throughout the semester in which the tuition remission is granted.
- d. The tuition remission program is only good for undergraduate programs.
- e. Only one (1) dependent child is eligible for the tuition program in any semester.
- f. A dependent child is eligible for the Tuition Remission Program for four (4) years.

3. In order to receive this benefit, the employee must obtain a Request for Tuition Remission Program Form from the Office of Human Resources and:

- a. Complete the form.
- b. Return the completed form to the Office of Human Resources **30 days** prior to the beginning of the classes in which the dependent child is enrolled.

IV. Student Requirements

The following requirement shall apply to any employee student or dependent student receiving a tuition waiver or tuition remission benefit:

- 1. Tuition waivers and tuition remission benefits shall be eligible for the completion of only one Bachelors, Masters or Doctorate degree.

V. Employment Requirement

- 1. Any employee who receives educational benefits must remain actively employed by the University for a period of no less than 2 years from the completion of their last enrolled course in which the employee education benefit was used. Should the employee separate from the University prior to the completion of the two-year employment period, they shall be required to reimburse the University for all tuition benefits received during the prior two-year period. Should extenuating circumstances arise requiring the employee to leave prior to the completion of the two-year requirement, the University administration shall review the circumstances and render a decision.
- 2. The University may grant an employee in good standing who involuntarily separates from the University the privilege to finish the course(s) he/she is enrolled in at the time. The same will apply to dependent children. At the time of separation, the decision will be made at the discretion of the Vice President for Human Resources, General Counsel and respective Administrator or Department Head.