

TUITION REIMBURSEMENT FOR PART-TIME SUPPORT STAFF EMPLOYEES

Any part-time Support Staff employee regularly scheduled to work 30 hours or less per week may be eligible to receive reimbursement for classes taken at Monroe County Community College.

To be eligible for this benefit, the following conditions must be met:

1. The employee must be on a regular weekly schedule. Temporary employees and employees only working for specific activities for short durations are not eligible.
2. The course must be a credit hour course or a non-credit course that the supervisor has approved as a professional development course. Non-credit courses that are considered leisure, entertainment, personal fitness, etc. are not eligible for reimbursement. Audited courses, pass/fail courses with an original grade of D, or withdrawals are also not eligible.
3. The class cannot be taken during scheduled work hours.
4. The employee must receive a grade of A, B, or C for credit classes, the equivalent of a C or better for pass/fail credit classes, or a grade of Satisfactory for non-credit classes.

When the above conditions are met the employee will be reimbursed for all tuition payments. Costs for books, manuals, special fees (i.e. skiing) and lab fees for Lifelong Learning classes are not eligible for reimbursement and are the responsibility of the student. All other fees are eligible for reimbursement, including registration fees, technology fees, and credit by exam fees.

The tuition reimbursement benefit applies only to the employee, not family members.

To receive reimbursement the employee will need to present a copy of their grade to their supervisor who will then submit it to the Business Office for payment via an Employee Reimbursement Request form.