

PERSONNEL
TUITION REIMBURSEMENT/ADVANCE

Tuition Reimbursement/Advance

The Association supports employees who wish to continue their education in order to secure increased responsibility and growth within their professional careers. If you are a full-time employee and have completed one year of employment with the Association, you are eligible for participation in the tuition reimbursement program as long as the courses are related to Association employment.

Staff members may be reimbursed for tuition for up to 12 credit hours in any one fiscal year, limited to a maximum of 6 credit hours per semester.

The Executive Director shall annually set a maximum tuition reimbursement allowance per credit. The allowance shall be sufficient to cover the approximate average cost of tuition at a moderately priced public institution in New Jersey.

The total amount to be reimbursed to staff under this policy in any year are established in the Association budget for that year. In the event that requests for reimbursement would consume more than the funds budgeted for this account, requests for reimbursement shall be granted in the order in which they are received.

Employees compensated at salary grade four (4) or below may be advanced up to \$1,000.00 per 12-month period, upon prior approval by the Executive Director.

Employees receiving tuition assistance, whether through an advance or reimbursement, are expected to remain employed at NJSBA for a full year after completion of the last course satisfactorily completed. Should the employee leave NJSBA's employ prior to this period, he/she will be required to repay all or a portion of the tuition assistance, based on the actual number of months employed following completion of the course. That sum will be deducted from the employee's pay. Should an employee who received an advance not satisfactorily complete the course or receive less than a C for the course, the employee shall reimburse the NJSBA in full, either in one payment or through payroll deductions.

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