

HUMAN RESOURCES POLICY/PROCEDURE		No. HR-017
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 REV. REV. DATE:	Page 1 of 2

SUBJECT: Education Assistance Programs

REPLACES: N/A

OBJECTIVE:

The Central Florida Regional Transportation Authority (hereinafter "Authority") was created by Part II, Chapter 343, Florida Statutes, to own, operate, maintain and manage a public transportation system in the area of Seminole, Orange, Osceola Counties, and to adopt such policies as may be necessary to govern the operating of a public transportation system and public transportation facilities. The Executive Director is authorized to establish and administer such policies. Therefore, it is necessary to establish an Education Assistance Program policy.

SCOPE:

This policy shall apply to all Administrative employees of the Authority.

AUTHORITY:

Authority for this policy and procedure are as follows:

Part II, Chapter 343, Florida Statutes

POLICY:

The Authority would like our employees to enjoy the benefits of continued education. Through our Educational Assistance Program, all full-time Authority Administrative employees can receive financial assistance to pursue formal academic education. If you are a full-time administrative employee, you will be eligible for the Educational Assistance program after you've been employed at the Authority for at least one year. Before you enroll, you will need the approval of both your department director and the Director of Human Resources. Educational Assistance Forms are available upon request from The Human Resources Department.

The Authority will reimburse you for up to \$1,000.00 in tuition expenses and the cost of your textbooks during each calendar year. The Authority will not reimburse your application expenses, parking, registration fees, or lab fees. To be reimbursed, you will need to submit the proper forms that show you have successfully completed the approved course work or training and have earned a grade of "C" or better. The course must be job related.

Separation from employment for any reason, other than layoff due to organizational need, prior to completion of one (1) year of employment following completion of approved coursework, shall cause the affected employee to repay the Authority all tuition reimbursement sums, paid by the Authority during the employee's last year of service.

If an employee is required to repay the Authority for tuition reimbursement, the amount owed by the employee may be withheld from final payment to the employee of any non-wage compensation (e.g., unused Vacation Leave). Educational Reimbursement repayments may not be withheld from wages due under the Fair Labor Standards Act.

EXCEPTIONS TO THIS POLICY:

Any exceptions to this policy must be pre-approved by the Executive Director.

AUTHORIZATION:

Executive Director *Byron W. Brooks*

Date *12 February 2002*

Department Director *J. E. J. J. J.*

Date *2/13/02*