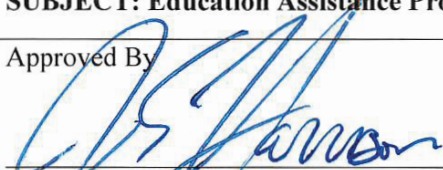




HUMAN RESOURCES POLICY/PROCEDURE	
OFFICE OF PRIMARY RESPONSIBILITY: Human Resources	EFFECTIVE DATE: 10/25/2001 Revision Date: 11//1/2021 Replaces: HR-017 Education Assistance Program
SUBJECT: Education Assistance Program Policy	
Approved By  James E. Harrison, Esq., P.E. Chief Executive Officer, LYNX	

SCOPE:

This policy shall apply to all full-time employees of the Authority.

POLICY:

The Education Assistance Program provides eligible employees with limited educational and training course tuition and textbook reimbursements subject to the terms and limitations within this policy. The purpose of the Education Assistance Program is to support the professional development, educational advancement, and career growth of the Authority’s full-time employees. As a result, the Authority will benefit from improved employee performance, higher levels of workforce engagement, and increased numbers of qualified internal candidates for promotional opportunities.

Program Eligibility Requirements.

A. Education Assistance Program Eligibility.

1. Employee Eligibility. Only full-time employees who have been employed with the Authority for a minimum of six continuous months of service are eligible to apply for an Education Assistance Program reimbursement. Individuals classified as temporary, direct hire, consultant or interns are not eligible for educational assistance through the Education Assistance Program. Employee dependents are also not eligible for educational assistance through the Education Assistance Program.
2. Disqualifying Events:
 - a. Resignation. An Employee who resigns (or gives notice of the intent to resign) their employment with the Authority prior to the Employee’s completion of an approved



course is not eligible for a reimbursement pursuant this Education Assistance Program.

b. Involuntary Termination. An Employee who, prior to the Employee's completion of an approved educational course, is involuntarily terminated from employment with the Authority for any reason other than a Layoff (as defined below) is not eligible for a reimbursement pursuant this Education Assistance Program.

i. Lay-Off. For purposes of this Education Assistance Program, a Layoff is defined as an involuntary termination of employment resulting from the Authority's elimination of position(s) due to a lack of work availability. Layoffs are usually expected to be temporary in nature but may become permanent.

3. Submission and Approval of Application for Education Assistance Program. An employee who wishes to apply for reimbursement of approved educational course expenses under this Education Assistance Program must submit an application through the InLYNX system or other system subsequently approved by management. Applications must be submitted and approved, by both the employee's department head and Human Resources, prior to the employee beginning the selected educational course.

B. Expense Eligibility.

1. Educational Courses. Educational courses for which an employee may seek a reimbursement include technical/trade courses and university/college courses, and must be conducted by and completed through an accredited university, college or vocational school approved by the Authority.

2. Courses Relevant to Core Business. For educational course expenses to be eligible for reimbursement, the coursework must be aligned with and support the Authority's core business, the employee's current duties, or specific future Authority employment opportunities as determined by the Authority in its discretion.

3. Expense Reimbursement. Employee must pay for their educational course expenses in advance of beginning the course even where a reimbursement request is submitted and approved pursuant to this Education Assistance Program. Employees will receive reimbursement of approved and eligible expenses only upon successful completion of coursework and submission of required documentation pursuant to this Education Assistance Program.

4. Successful Completion. Successful completion of an educational course means the employee earned a grade of 'C' or better for letter-graded courses or a 'pass' for pass/fail courses.

5. Eligible Expenses. Reimbursements eligible for approval pursuant to this Education Assistance Program are limited to the actual course-specific tuition and course book (textbook) expenses associated with the approved educational course only. Other institutional expenses, including other expenses associated with the approved educational course, are not eligible for reimbursement. Non-reimbursable expenses include, but are not limited to: (i) university, college and vocational institution fees and late fees (ii) expenses for room and board, parking transportation, commuting, equipment (calculators,



computer, etc.), supplied, student loans, and interest (including on loans and on credit cards used to pay for educational courses).

Program Limitations

- A. **Maximum Program Benefit.** Subject to all other Education Assistance Program rules, an eligible employee may only be reimbursed up to a maximum of \$1,500.00 for approved and reimbursable educational course expenses during any single calendar year. There is no guarantee that an employee will receive the maximum \$1,500.00 reimbursement in any given calendar year. Approval of reimbursements and the amount of any reimbursement to be approved remains at all-times at the discretion of the Authority in connection with its evaluation of, among other things, the number of Education Assistance Program applications received and Authority funding that may be designated and available for Education Assistance Program use.
- B. **Time of Coursework.** All work or other activities related to the coursework, including class attendance, must be accomplished during non-work hours.

Program Funding.

- A. **Availability of Funds.** The availability of funding for the Education Assistance Program is subject to the annual budget process and may be augmented as needed by the CEO during the midyear budget review process.
- B. **Encumbering Funds for Next Fiscal Year.** Any application for an educational course expense reimbursement that was approved in one fiscal year, but is expected to be paid in the next fiscal year, shall be encumbered in the next fiscal year's budget.

Documentation Requirements for Reimbursement.

Requests for reimbursement will not be approved if this procedure is not followed. Following completion of any Authority approved educational course, employees must present the following documentation to Human Resources in order to be issued any expense reimbursement pursuant to this Education Assistance Program. (i) institution course specific registration receipt(s), (ii) Employee's class schedule, (iii) Course book (textbook) receipts, and (iv) institution documentation reflecting employee's final course grade indicating successful completion of the educational course as defined herein

Repayment on Subsequent Separation from Employment.

- A. **General Repayment Rule.** An employee who separates from employment with the Authority (for any reason other than Layoff) less than one (1) year following the employee's receipt of an Education Assistance Program reimbursement, the employee shall repay the full amount of any reimbursement funds received during that year to the Authority.
- B. **Form of Repayment.** If an Employee is required, for any reason, to repay reimbursement funds received pursuant to this Education Assistance Program to the Authority: (i) the Authority may deduct the amounts owed by the employee from any amounts due and payable to employee by the Authority as allowed by applicable law, or (ii) employee and the Authority may agree to an alternate form of repayment agreeable to the Authority.



EXCEPTIONS TO THIS POLICY:

Any exceptions to this Education Assistance Program policy must be for good cause shown and pre-approved by the CEO.