



Policy Number: 44
Effective Date: October 8, 2020
Revised: N/A

Subject: Employee Educational Assistance Program

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) recognizes the skills and knowledge of its employees are critical to the success of the agency. CCDDR will offer an educational assistance program to encourage personal development, improve job-related skills, and enhance an employee’s career within the field of developmental disabilities.

POLICY:

Individuals who CCDDR classifies as full-time employees (working 1500 or more hours per year) are eligible to participate in the Program upon completion of two continuous and contiguous years of full-time employment with CCDDR (an “Eligible Employee”).

Tuition Reimbursement Benefit

An Eligible Employee who meets the Program's reimbursement conditions can obtain up to \$1,000 each fiscal year in reimbursement for tuition paid or incurred by the Eligible Employee for an approved educational course. Registration fees, the cost of course-required books, and other fees and expenses are not eligible for reimbursement under this Program. In addition, any portion of the tuition for a course funded through other sources (e.g., scholarships or grants) and not subject to repayment by the Eligible Employees is not eligible for reimbursement.

The amount of reimbursement available under the Program will vary depending on the grade earned in the course.

- Course completion with final grade of “A”: 100% reimbursement
- Course completion with final grade of “B”: 75% reimbursement
- Course completion with final grade of “C”: 25% reimbursement

Reimbursement will not be provided to anyone who is not an Eligible Employee prior to the date the course is scheduled to begin. Consequently, an individual will not receive reimbursement for a course if the individual terminates employment or otherwise ceases to be an Eligible Employee before the course ends, even if CCDDR previously approved the course.

Minimum Course Standards

Courses considered for approval must satisfy the following minimum standards:

- Is job-related or part of a degree program within the field of elementary or secondary education, special education, early childhood education, psychology, social work, sociology, counseling, recreation (including specialty areas such as art, dance, music, or physical education), speech-language pathology or audiology, occupational therapy, physical therapy, nursing or other specialties in the field of human services
- Is offered by a university, college, trade school, or other educational institution offering coursework at a post-high-school, undergraduate, or graduate level and is considered an educational institution listed as an accredited 2-year or 4-year college in the Council for Higher Education Accreditation database on the date of course approval
- Is undertaken for a grade (i.e., not audited or taken on a pass/fail basis)

Applications for course approval must be submitted to the Executive Director prior to enrollment/commencement of the course. Approval must be obtained separately for each course. Approval of a course for one Eligible Employee does not guarantee the same course or a similar course will be approved for any other Eligible Employee. In addition, approval of one or more courses required to obtain a degree does not guarantee any additional courses required for that degree will be approved.

It is expected courses are to be completed outside an employee's regular work hours (not during time for which the employee is being paid by CCDDR) and attending such courses will not interfere with an employee's work for CCDDR.

REFERENCES:

- CCDDR Employee Manual
- CARF Standards Manual