

NORTHWEST STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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**EMPLOYEE DEVELOPMENT FUND**

Effective: July 1, 2009

Policy No.

Northwest State Community College promotes the continuing education of its employees. Employees may be reimbursed through the Employee Development Fund for authorized education within established guidelines and within budget constraints.

(Board Approved June 5, 2009)

## **EMPLOYEE DEVELOPMENT FUND**

Effective: October 1, 2010

Procedure No.

The Employee Development Fund program provides employees the opportunity to obtain skills, knowledge, and abilities that may improve the effectiveness of their performance in their current positions and/or for career-related opportunities within the college through participation in credit courses at accredited colleges and universities.

1. Employees eligible to apply for funding include:
  - a. All full-time employees after they have successfully completed one full year of employment at NSCC, unless the course work is required as part of an employment agreement.
  - b. Adjunct faculty are eligible to apply for funding if the additional education is needed to meet accreditation requirements. Individuals must have successfully completed one full year of employment at NSCC, unless the course work is required as part of an employment agreement. The adjunct faculty must be currently employed to receive funding.
2. Development funds are not to be used after an individual's first masters or PhD, unless required for certification or necessary for their job position. Multiple degrees at the same level will not be funded.
3. Qualifying Educational Expenses
  - a. Full-time employees: The College will reimburse up to a maximum of 15 semester credit hours or quarter hour equivalent per year at the maximum rate of the median undergraduate or graduate tuition cost per credit hour for University of Toledo, Bowling Green State University, and Defiance College as of their current fall term. Employees who are enrolled in accelerated programs may be reimbursed for classes in excess of the above limits if required for their position and approved by their supervisor.
  - b. Adjunct Faculty: The College will reimburse on a pro-rated basis up to a maximum of 15 semester credit hours or quarter hour equivalent per year at the maximum rate of the median undergraduate or graduate tuition cost per credit hour for University of Toledo, Bowling Green State University, and Defiance College as of their current fall term.

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- i. Adjunct faculty teaching 6 contact hours or less in the requested term would be reimbursed at a maximum of 25%.
  - ii. Adjunct faculty teaching 7 or more contact hours in the requested term would be reimbursed at a maximum of 50%.
4. The Application Process will require a statement of the employee's goals a related to individual professional development and the college's derived benefit. The employee's supervisor must submit a statement clearly indicating the future benefit to the college and indicate approval or non-approval for the application.
5. The Human Resources Office will administer the fund and will supply timely communications to development fund applicants regarding information about the guidelines and approval or denial of requests for funding.
6. There will be two submission cut off periods for funding and a deadline for application:
  - a. August 30 for January reimbursement
  - b. January 31 for June reimbursement
  - c. Requests for reimbursement must be filed no later than 30 days after the start of class to be considered for reimbursement for the Development Fund.
7. Approved applications will receive funding at the identified reimbursement periods within the approved budget allocation approved by the Board and based upon equitable distribution of funds.
  - a. Disbursement will be triggered by the submission of a proof of payment and proof of course grade (B or better).
  - b. The Development fund Committee will serve as review committee for employees who wish to challenge a funding decision.
8. Funds will be distributed as follows:
  - a. The January disbursement will be up to 100% of the approved qualified amount for requests submitted by August 30 of the preceding year within budget constraints and based upon equitable distribution. Up to 50% of the Development Fund budget will be allocated for January disbursement.
  - b. The June disbursement will be up to 100% of the approved qualified amount for requests submitted by January 31 within budget constraints and based upon equitable distribution. Approved applications not funded at 100% for the January disbursement will be eligible for funding up to 100% at the June

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- disbursement contingent upon the availability of funds and equitable distribution.
- c. Funds will be disbursed in accordance with IRS 1098-T Qualified Tuition and Related Expense guidelines.
  - d. The reimbursement percentages will be reviewed by the Development Fund Committee if the total of approved qualified requests exceeds available funds.
9. Full-time employees who choose to leave employment at NSCC of their own volition will be required to re-pay any Development Fund money that they have received in the one year period preceding their departure. Adjunct faculty who choose to leave employment at NSCC of their own volition will be required to re-pay any Development Fund money that they have received in the two year period preceding their departure.
10. The College reserves the right to deduct tuition reimbursement monies owed to the College from the final pay(s) of an employee who violates this provision.
11. The Development Fund Committee will be appointed by the President and will serve as a review committee for employees who wish to challenge a funding decision. The Vice President for Academics will serve as a member of the review committee when the review relates to a faculty employee.

**NORTHWEST STATE COMMUNITY COLLEGE  
DEVELOPMENT FUND APPLICATION**

**Reimbursement Application (Please attach additional information.)**

1. Name: \_\_\_\_\_
2. Name of Institution \_\_\_\_\_
3. Course name and credit hours:
4. Course completion will achieve the following goals:
5. Professional benefit to the applicant:
6. Professional benefit to the college:

**Reimbursement Request**

1. Dates of term of study: \_\_\_\_\_
2. Start date of course: \_\_\_\_\_ End date \_\_\_\_\_
3. Fees (IRS 1098-T Qualified Tuition & Related Expenses):
  - A. Instructional Fees \$ \_\_\_\_\_
  - B. General Fees \$ \_\_\_\_\_
  - C. Lab Fees \$ \_\_\_\_\_
  - D. Technology Fee \$ \_\_\_\_\_
  - Total Requested** \$ \_\_\_\_\_

I agree to the terms of this policy and understand that I may be required to reimburse any funds that I receive if I voluntarily leave my employment at Northwest State Community College.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Supervisor Statement**

1. Is this request for an accelerated program? \_\_\_\_\_yes \_\_\_\_\_no

2. Reason for accelerated program:

3. Supervisors' statement and recommendation:

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Reimbursement Distribution**

Application Approved\_\_\_\_\_ Application Denied\_\_\_\_\_

- 1. Total Qualified Amount \$ \_\_\_\_\_
- 2. January disbursement \$ \_\_\_\_\_
- 3. June disbursement \$ \_\_\_\_\_

\_\_\_\_\_  
Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Fiscal Officer

\_\_\_\_\_  
Date