

POLICY: 4.9.3. (III.U.11)

Tuition Remission and Reimbursement for Approved Staff Development

Revised: September 9, 2004; April 1, 2004

Last Reviewed: June 23, 2005

Adopted: August 6, 2001



POLICY:

Credit Classes

The Technical Colleges System of Georgia encourage faculty, staff, and administrators to participate in staff development activities and study by remitting tuition and fees for those technical college educational activities that have been authorized by the employee's President or Assistant Commissioner and are clearly related to the employee's job or career in the organization. Tuition and fees will be remitted to the extent an employee is not eligible for financial aid.

Upon completion of the course, the employee must present a transcript to his or her supervisor indicating that the course was "successfully completed." A course is "successfully completed" when the criteria set by the supervisor has been achieved or when a grade of C or better is earned depending on course requirements to receive credit. A course must be successfully completed in order for the tuition to be paid by the employer and for the course to count as a staff development activity. If a course is not successfully completed, then the employee shall reimburse his or her employer for all costs paid by the employer.

- 1) Employees (who meet the applicable admission standards and have received appropriate prior authorization from the President of the institution) may register without tuition or fees on a space available basis at his or her technical college for approved staff development.
- 2) Employees (who meet applicable admission standards and have received appropriate prior authorization from their President or Assistant Commissioner) may register for courses at a technical college where he or she is not employed for approved staff development. Unless the sending employer has made other arrangements, the sending employer will reimburse the receiving institution for tuition and fees.
- 3) Employees of a technical college may attend credit classes offered by their college as part of their staff development plan without registering as "auditors" and without credit being offered for such attendance. Employees should obtain permission from their immediate supervisor to attend such classes. Supervisors should establish the necessary criteria to demonstrate successful completion.

Non-credit Courses

At the discretion of the President, employees may attend non-credit courses on a space-available basis at the technical college where they are employed at a reduced rate or without payment of a fee.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board

O.C.G.A. § 20-4-14 – TCSG Powers and Duties

POLICY: 4.9.4. (III.Z)

Employee Assistance Program

Revised: October 29, 2014
Last Reviewed: October 29, 2014
Adopted: September 15, 2010



POLICY:

The Technical College System of Georgia (TCSG) recognizes the need to assist employees with addressing concerns that can adversely impact their personal and work lives as well as interfere with their job performance or negatively affect the workplace. As a resource to covered employees, the TCSG provides a comprehensive Employee Assistance Program (EAP) through a contract provider organization. The program is both an employee benefit and a management tool designed to build and maintain a quality workforce. Participation in an EAP neither protects an employee from warranted disciplinary action nor jeopardizes an employee's job or career advancement.

RELATED AUTHORITY:

O.C.G.A. § 20-4-11 – Powers of the Board
O.C.G.A. § 20-4-14 – TCSG Powers and Duties