



NUMBER: 304  
SUBJECT: EMPLOYEE EDUCATION ASSISTANCE PLAN—FACULTY  
EFFECTIVE DATE: AUGUST 15, 2005  
EFFECTIVE DATE OF LAST REVISION: JANUARY 24, 2011  
PAGE 1 OF 1

---

### ***304.1 — EMPLOYEE EDUCATION ASSISTANCE PLAN***

As a local strategy to address the faculty shortage, Bridgerland Applied Technology College (BATC) will allocate funds to the Employee Education Assistance Plan if funds are available. These funds have been categorized for use by full-time employees (\$2,000 annually) for Associate, Baccalaureate, Master's, and Doctoral level programs. This plan is a privilege not a right. Decisions to accept proposals will be made within the budgetary constraints and in accordance with the legitimate business needs of the College as defined by administration.

Education Assistance Plan funds can only be used for tuition and fees. BATC will determine the actual award amount when developing the employee's assistance package. The maximum annual award per person is \$2,000 annually. Plan recipients may receive up to four (4) reimbursements (if funds are available). Because the plan is not guaranteed renewable, recipients must reapply each year. Applying for the Employee Education Assistance Plan does not guarantee an award.

### ***304.2 — CRITERIA***

Employees will be eligible to apply for consideration if he/she is:

- employed in a teaching capacity full-time at Bridgerland Applied Technology College,
- accepted into a college or university program beneficial to his/her assignment,
- past the six (6) months probationary period of employment at BATC,
- a member of a professional association or organization.

### ***304.3 — APPLICATION PROCESS***

Complete applications, including all support materials, must be submitted to an Associate Vice President for Instruction no later than July 1. ***Reimbursement, in excess of IRS defined limits, is considered "compensation" and is subject to federal and state withholdings and will be included in the W-2.***

Tuition amounts, not to exceed the plan award amount will be reimbursed through payroll to the employee within 30 days of receipt of transcript with successful completion of a C+ grade or better. Documentation for reimbursement should be submitted to the Accounting/Controller's Office. Unsuccessful completion of a course(s) will require the refund of reimbursement plan dollars received for the course(s) within one (1) calendar year.

### ***304.4 — OBLIGATION***

Acceptance of these funds requires the plan participant to successfully complete the course(s) with a C+ grade or better.

Recipients will be contractually obligated to complete three (3) years of post-graduation service with BATC. Salary renegotiation will not be considered until successful completion of the post-graduation contractual obligation time of service. Cost-of-living pay increases, consistent with entity wide increases, will be provided annually as funded by the Legislature. Employees wishing to terminate their employment with BATC before completion of the post-graduation obligation time of service will be required to pay a prorated portion of the funds back to BATC prior to termination. Failure to repay will result in the remaining balance being sent to collections.

If a plan participant fails to fulfill their contractual teaching obligation or drops out of the collegiate program, he/she will be required to refund a prorated amount of dollars received from this program.