

33.05.01.C0.01 Employee Betterment Program

Approved: October 9, 2017
Next Scheduled Review: October 9, 2022



Procedure Statement

Texas A&M University-Corpus Christi (TAMU-CC) is invested in developing its faculty and staff and encouraging them to further their education. The Employee Betterment Program was created to provide budgeted, regular employees with funds to cover a portion of tuition costs for eligible courses offered by TAMU-CC.

Reason for Procedure

This procedure outlines the eligibility requirements, parameters of course work, and funding associated with the Employee Betterment Program.

Procedures and Responsibilities

1. GENERAL

- 1.1. TAMU-CC may use public funds to provide training and education for eligible employees. The training or education must relate to an employee's duties or prospective duties.
- 1.2. The Employee Betterment Program (EBP) is intended to provide funding for up to a maximum of eighteen (18) hours per fiscal year toward TAMU-CC tuition for eligible faculty and staff.
- 1.3. Employees must complete the Employee Betterment Program Request for Tuition Benefits Form and submit it to Human Resources to enroll in the EBP. This form can be found in the Appendix section of this procedure.

2. ELIGIBILITY

- 2.1. An employee who has been in a budgeted, regular status for three (3) months prior to start of their course of study are eligible for EBP benefits.

- 2.1.1. Any break in service will require completion of an additional three (3) months in a budgeted, regular status.
 - 2.2. Adjunct faculty and students employed in positions which require student status as a condition of employment are not eligible.
3. COURSEWORK
 - 3.1. An employee can take up to eighteen (18) credit hours per year (a maximum of six (6) hours per long semester and six (6) hours over the summer) under the EBP.
 - 3.2. Employees requesting more than four (4) hours in a semester will be required to provide information to ensure compliance with System Regulation *31.99.01, Employees Registering as Students*.
 - 3.3. Coursework funded by the EBP must be directly related to the employee's job or required for the completion of a degree.
 - 3.4. Employees must earn a “C” or better in any course covered by EBP.
 - 3.5. If the coursework changes, the employee must notify the Human Resources office. Human Resources may reevaluate eligibility and/or require an amended EBP form.
 - 3.6. Completing coursework during working hours may be permitted.
 - 3.6.1. With supervisor and director/dean approval, an employee may take one (1) course during normal working hours.
 - 3.6.2. The employee must make up the lost effort at a time convenient to the department.
 - 3.6.3. The use of vacation time and/or compensatory time to make up work time may be approved at the discretion of the supervisor.
 - 3.6.4. An employee cannot be assured that all requests can be accommodated because of the workload and responsibilities of the department.
 - 3.6.5. Priorities and schedules will be established by the supervisor.
4. PROGRAM REQUIREMENTS & FEES
 - 4.1. All eligible tuition will be covered by the EBP loan program.
 - 4.1.1. Employees must sign a loan agreement in the Bursar's office for the portion of tuition provided by the EBP.

- 4.1.2. Employees dropping courses or not passing with a “C” or better will be billed for any monies owed.
 - 4.2. The maximum reimbursement rate for tuition will be set by the President’s Cabinet.
 - 4.3. Less than full-time employees are treated proportionately.
 - 4.4. EBP will cover 50% of the Distance Learning Fee.
 - 4.5. Standard fees will be waived; consequently, EBP participants will not have access to services funded by the waived fees (Student Health Center, Student Services, Athletics, and Recreational Sports). Where offered, EBP participants may participate in programs offered to all employees by paying associated costs.
5. SEPARATION FROM EMPLOYMENT
- Separation from employment at any time prior to completion of the course will result in having the EBP benefits removed from the student bill and the individual being billed for the portion of tuition paid by the EBP.

Related Statutes, Policies or Requirements

Texas Education Code [Title 3, Chapter 54](#)
System regulation [31.99.01, Employees Registering as Students](#)
System regulation [33.05.01, Use of Public Funds for Employee Training or Education](#)

Appendix

[Employee Betterment Program Request for Tuition Benefits Form](#)

Contact Office

Contact for interpretation and clarification: Director of Human Resources
361-825-5743