

**Indiana University of Pennsylvania
Standards, Guidelines, and Limits for
Educational and Professional Development Opportunities for Non-Represented
Employees**

Date: January 1, 2017

Revised: July 1, 2017



President's Approval

9/14/17

Date

Providing the resources for non-represented staff to remain current in their fields and to prepare for strategic advancement within the organization is critical to the long-term stable success of the institution. Succession planning and performance management rely on sound educational and professional development practices, both of which are “best practices” across all industries, but particularly within higher education.

This standard provides for university-funded educational and out-service training opportunities for non-represented employees.

Qualifying Criteria and Limits:

Education benefits and out-of-service training are available to regular non-represented employees who have successfully completed probation and are at least employed at .5 full-time equivalency. Benefits for part-time employees are proportional to the employee’s percent of full-time equivalency.

All requests must be directly related to the individual’s current duties, or be identified as part of a succession/development plan in their annual evaluation.

There shall be a limit of six (6) credits per semester allowable for education benefits.

Education benefits must first be sought via an IUP tuition waiver and will only be eligible for reimbursement if the program is not available at IUP.

The maximum reimbursement amount for tuition reimbursement shall be limited to the current undergraduate or graduate rate at IUP, whichever is applicable less any other sources of offset.

Non-represented employees applying for **tuition reimbursement** (not employee tuition waiver) are required to minimally receive a “C” grade for undergraduate courses or a “B” grade for graduate courses to receive reimbursement. Non-represented employees who fail to qualify for reimbursement are

responsible for the full cost. Evidence of course completion, grade received and proof of payment is required for reimbursement.

Under some circumstances non-represented employees may be required to share a portion of the costs for tuition waiver (part-time) and for requested out-service training or tuition reimbursement. Such shared responsibility shall be clearly noted at time of approval.

Education benefits may be subject to taxation, for which the employee is responsible.

Nothing contained herein shall modify BOG Policy 1984-03-A Tuition Waiver, or by reference, IUP Trustees Policy "Waiver of Tuition for Non-instructional Staff Members", adopted December 12, 1969. Further, the provisions contained herein shall only enhance such benefits but not add to the tuition waiver benefits as they apply to undergraduate courses at IUP.

Definitions:

Education Benefits: Both undergraduate and graduate level credit bearing courses provided by an accredited institution of higher education as part of a degree program. Both tuition waivers and tuition reimbursements are considered education benefits.

Tuition Waiver: Waiver of tuition for undergraduate and graduate level credit bearing courses provided at Indiana University of Pennsylvania.

Tuition Reimbursement: Reimbursement of tuition expenses for undergraduate or graduate level credit bearing courses not eligible for tuition waiver.

Out-Service Training: non-credit courses, training sessions, conferences, conventions, professional association meetings or workshops where a fee is typically charged.

Approvals:

Requests will require vice presidential approval, or presidential approval if the requestor is a vice president.

Approval of all requests, with the exception of a tuition waiver, are contingent on the availability of funds. Tuition waivers are contingent on the availability of seats in the course/program. Approvals shall be obtained prior to enrollment. Costs incurred without prior approval are the responsibility of the employee.

Verification of employment status will be performed by the Office of Human Resources.

Repayment:

An employee who resigns will be responsible to repay any tuition reimbursement or the cost of out-service training provided during the most recent twelve months.

Funding:

Tuition waiver is funded through the university's general fund.

Tuition reimbursement must be funded within each division's discretionary funds.

Out-Service training may be funded by the department's or Vice President's operating funds.