33.05.01.C0.01 Employee Betterment Program

Revised: February 21, 2022
Next Scheduled Review: February 21, 2027
Revision History

Procedure Summary

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 (EBP) was created to provide budgeted, regular employees with funds to cover a portion of tuition costs for eligible courses offered by TAMU-CC. This procedure outlines the eligibility requirements, parameters of course work, and funding associated with the EBP.

Procedure

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 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.

    2.2. Any break in service will require completion of an additional three (3) months in a budgeted, regular status.

    2.3. 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. Not all employee requests may be accommodated due to 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. Employees who do not complete a course or pass with a "C" or better will be billed for monies covered by the EBP.

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 (e.g., Student Health Center, Student Services, University Counseling Center, Athletics, and Recreational Sports).

4.6. 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