

**BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

SUBMITTED BY: Kathleen Swantek	DATE SUBMITTED: 03/88	SECTION: Human Resources	
BOARD APPROVED ON: 03/88	DATE REVISED: 06/20/18	SUBJECT: Tuition Assistance	
REVIEW BY EXECUTIVE DIRECTOR: 06/20/18, 7/15/20		POLICY #: ED-041	PAGE #: 1 of 2

I. APPLICATION

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

It is the policy of the organization to provide tuition assistance of up to \$600.00 per semester to any employee scheduled on a regular basis for a minimum of twenty-four (24) hours per week and who has been employed with the organization for one (1) year. Qualified employees who provide an official transcript from the college where the course was completed, a final grade of C or better, and billing statements from the college that includes documentation of other sources of reimbursement such as grant and loans. Portions of the bill which are covered by a grant or scholarship will not be included in the amount considered reimbursable to the employee. If the tuition cost is less than \$600.00, the organization will reimburse the difference up to the \$600.00 maximum per semester for books or other required classroom materials upon receipt of appropriate documentation. Course work must be related to the human services professions. Request for reimbursement must be submitted within 30 days of the completion of the semester for which reimbursement is being requested. Reimbursement must have the approval of the executive director.

III. NOTIFICATION/PROCEDURE

WHO

DOES WHAT

Employee

1. Submits a written request with appropriate documentation to their program supervisor for tuition assistance.

Program Supervisor

2. Reviews letter and submitted documentation to ensure all necessary information has been included.

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III. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
Program Supervisor	3. Within five (5) working days, forwards letter and documentation to executive director.
Executive Director	4. Reviews and acts on reimbursement request and responds in writing within ten (10) working days. 5. If reimbursement is approved, the executive director submits the request for reimbursement to the fiscal analyst for payment. 6. If reimbursement is not approved, the executive director responds in writing to the employee with reasons supporting the decision and copies the program supervisor and division director.