**Policy Title:** EDUCACTICAL ASSISTANCE POLICY

**Purpose:** To increase the skills and knowledge that employees bring to their positions at LAYC/MMYC

**Effective Date:** May 1, 2022  
**Created:** March 2022  
**Approved:** May 2022

**Approved by (Printed):** Patricia Bravo, Chief Operating Officer

**Approved Signature:**

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**PURPOSE:**

The Educational Assistance Policy is an employee benefit that serves to increase the skills and knowledge employees bring to their positions at LAYC/MMYC while simultaneously serving to retain excellent employees.

**Policy**

LAYC/MMYC will reimburse an employee up to a maximum of $2,000 per fiscal year (October 1 - September 30) for graduate or undergraduate coursework or certification programs from an accredited college or university that offers growth in an area related to their current position or that may lead to promotional opportunities. Continuing education classes, seminars, and licensing fees are not covered by this benefit. These types of classes and fees, if job-related, may be covered by department funds if available. This benefit is contingent on available funding.

**Eligibility**

Full-time, regular employees who have completed two years of employment and have received a satisfactory or above on their most recent performance evaluation are eligible under this policy.

**Requirements**

1. An employee must secure a passing grade of “C” or its equivalent to receive any reimbursement.
2. Expenses must be validated by receipts and a copy of the final grade received.
3. After receiving funding through this educational benefit, an employee must remain employed by LAYC for at least one year. If the employee leaves or is terminated from their position before completing the one-year commitment, a portion of the benefit will be repaid to LAYC as outlined in the procedures section.
Procedure
To receive reimbursement for educational expenses, employee should follow the procedures listed here:

1. **Class and Coursework Review Meeting:** Prior to enrolling in an educational course, employee must meet with manager and department director with information about the course for which they would like to receive reimbursement to discuss the ways in which coursework will enhance their performance at LAYC/MMYC.

2. **Application Completion:** Educational Assistance application should be completed by the employee, with signatures of the manager, department director, and HR director obtained. Application will require employee signature regarding requirement that employee remains employed by LAYC/MMYC for at least a year after the educational assistance is received.

3. **Application Submission:** A copy of the educational assistance reimbursement application form must be submitted to HR. The employee will maintain the original until they have completed the educational course.

4. **Reimbursement Request:** Once the course is successfully completed, the employee should submit the original educational assistance reimbursement application with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a C or better grade attached.

5. **Payment:** The HR department will coordinate the reimbursement with the finance department.

Any questions or comments related to this policy should be directed to the HR department.
LAYC/MMYC Educational Assistance Application

Instructions:

- Meet with manager and department director to discuss educational assistance request. If it is agreed that request meets policy guidelines and budgetary restrictions, the director will grant preliminary approval.
- Complete the educational assistance application including signatures and attach descriptive information regarding the course(s) or degree program you wish to enter.
- Submit a copy of signed educational assistance form to the human resources (HR) department for final review.
- Upon completion of the course, resubmit the original educational assistance reimbursement application with the reimbursement section filled out, including appropriate signatures, a copy of your grade report showing a “C” grade or above, and applicable receipts to the HR department. If the course was successfully completed, $2,000 of your expenses will be reimbursed to you. If the course is not successfully completed, reimbursement will not be authorized.
- No more than $2,000 will be reimbursed to an employee in any given fiscal year.

Date: _______________________

Employee name: ____________________________________________________________

Department: ___________________ Job title: ________________________________

Date of start of employment at LAYC/MMYC: ________________________________

Course title: ______________________________________________________________

Course dates: _______________________ to _________________________

Degree sought (if applicable): ______________________________________________

Name of institution: ________________________________________________________
Address of institution: _____________________________________________________

**Course Expenses:**

- Tuition: $___________
- Fees $___________
- Books/materials $___________
- **Total cost $________**

Development objective (what long-term goal is this program/course intended to help you reach):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of C or better) of each course and submission of all receipts and paid bills. I further understand that failure to successfully complete any course(s) will result in lack of reimbursement.

I also understand that if I leave or am terminated from employment at LAYC/MMYC before completing my one year commitment, I will be responsible for repaying LAYC/MMYC a portion of the cost of the training to defray the costs of LAYC/MMYC’s investment in my education.

________________________________  __________________________________
Employee Signature               Date

**DEPARTMENT RECOMMENDATION**

[ ] Approved          [ ] Not approved

Reason: ________________________________________________________________

________________________________

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Does this application meet the established guidelines of the educational assistance program policy?  [ ] Yes     [ ] No

Was this expense included in the department budget?

[ ] Yes     [ ] No

__________________________________  __________________________________
Department Director signature  Date

HUMAN RESOURCE DEPARTMENT APPROVAL

This request is  [ ] Approved     [ ] Not approved

Reason (if not approved): ___________________________________________________

__________________________________  __________________________________
Human Resources Director signature  Date

EMPLOYEE REIMBURSEMENT

(to be made after successful completion of course(s) with a C grade)

Date: __________________________

Reimbursement in the amount of $ _______________________ is approved.

Expenses should be charged to: __________________________________________

Documentation of successful completion attached:  [ ] Yes    [ ] No

LAYC/MMYC REIMBURSEMENT

(To be made by employee if employee leaves sooner than one year after receiving the educational benefit.)

If employee chooses to leave or is terminated from employee’s position at LAYC/MMYC before completing their one year commitment, the employee will repay LAYC/MMYC a portion of the cost of the training to defray the costs of LAYC/MMYC’s investment in the employee.
The employee will repay LAYC/MMYC based on the following guidelines:

<table>
<thead>
<tr>
<th>Timing of Departure</th>
<th>Repayment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 6 months after completion of educational coursework</td>
<td>50% of cost</td>
</tr>
<tr>
<td>More than 6 and less than 12 months after completion of educational coursework</td>
<td>25% of cost</td>
</tr>
</tbody>
</table>

*Nothing in this contract shall constitute a guarantee of continued employment at LAYC/MMYC.*