

Staff Education Fund – Procedures

FUNDS PURPOSE

The purpose of the Staff Education Fund is to provide for Full-time Exempt and Nonexempt Staff (Faculty and Executives are excluded) to be reimbursed for personal expenses related to course work/ test/ certification in job-related education, specific to their position or to obtain a degree (Master's level or higher). This excludes application fees, preparatory exams, travel, etc.

GUIDELINES/RULES

1. The form can be obtained and submitted on the PACE website.
2. The application for this fund must be received between April 1 and June 30 of each year for funding during the succeeding fiscal year.
3. Applications are reviewed by the Staff Education/Development Committee.
4. Funds will be distributed equally based on the number of qualified applicants, not to exceed the current award amount.
5. The Staff Development Fund form is developed and maintained by the PACE Staff Education/Development Chair.
6. If all of the funds are not disbursed, the committee may open a second application period, running one month. The remaining funds will then be equally disbursed among the number of qualified applicants in the extended application period.
7. A lifetime maximum limit to be refunded per employee is \$4500.00 starting the 2013-14 fiscal year and continuing thereon.
8. In the event of excess funds in the staff education fund after all application periods have expired, funds can be reassigned to the staff development fund.

PROCEDURES

1. Funding will be to pay tuition and fees (or the equivalent for a test/certification) for approved coursework.
2. Funding will be reimbursed after the coursework or the equivalent is completed if a class grade of "B" or better is obtained, or a certificate of completion or a "Pass" if grades are not given. UVU will allow reimbursement as the credit hours are earned on a thesis or dissertation. In the case of coursework toward completion of a thesis, UVU will reimburse at the end of the class with a receipt of payment only if the university does not, as a matter of policy, supply grades or a certificate of completion.
3. Employee must complete the online Staff Education Reimbursement Form and attach receipt of tuition payment and copy of grades (PDF) or Word document.
4. As a last resort based on excess funding those applicants who have met the maximum lifetime limit may be given up to \$1000

COMMITTEE MEMBERSHIP

The Committee consists of the PACE Staff Education/Development Committee Chair, Exempt and/or Nonexempt employees approved by the PACE President. The PACE Staff Education/Development Chair chairs the committee. If a member of the committee has applied for the funds or their department has, they will abstain from voting on the application.

AWARDS

The award procedures are reviewed yearly by the Staff Education/Development Committee in the meeting. Below are the current year's award procedures.

1. The current award amount is up to \$1,500.