

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

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**Council Motion:** Sending proposed changes to the Tuition Reimbursement Program to the University Benefits Committee

**Submitted by:** Compensation and Benefits Committee  
January 7, 2016

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**Whereas:** The Compensation and Benefits Committee has created a proposal to change the tuition reimbursement benefit for Professional and Scientific Employees.

**Whereas:** Increasing the tuition reimbursement benefit for Professional and Scientific Employees from three to four credits was one of the priorities identified by Council during the July 2015 priority planning session.

**Whereas:** Each of the requested changes including:

- increasing the current three credit maximum to the cost equivalent of a four credit maximum tuition reimbursement per semester,
- reimbursing Iowa State University coursework at the actual cost of tuition for the program in which the employee is enrolled, and
- continuing the remaining current Tuition Reimbursement Eligibility Requirements and Program Guidelines as found on the University Human Resources website on 12/4/15

are outlined in the Iowa State University Tuition Reimbursement Program Proposal created on December 4, 2015.

**Whereas:** The Professional and Scientific Council supports the Iowa State University Tuition Reimbursement Program Proposal created on December 4, 2015 moving forward to the University Benefits Committee as a recommendation.

**It is moved:** That the Tuition Reimbursement Program Proposal created on December 4, 2015 be sent to the University Benefits Committee for further action.

# IOWA STATE UNIVERSITY

## Professional and Scientific Council

Iowa State University Tuition Reimbursement Program

December 4, 2015

The Professional and Scientific Council Compensation and Benefits Committee proposes changes to the tuition reimbursement benefit for Professional and Scientific employees. We propose:

- An increase from the current three credit maximum to the cost equivalent of a four credit maximum tuition reimbursement per semester (*not to exceed Iowa State University's Resident Undergraduate or Graduate rate amounts, as outlined in the tuition rate schedule at [www.registrar.iastate.edu/fees](http://www.registrar.iastate.edu/fees)*),
- That Iowa State University coursework be reimbursed at the actual cost of tuition for the program in which the employee is enrolled, and
- That the remaining current Tuition Reimbursement Eligibility Requirements and Program Guidelines remain in full effect, as attached as Appendix A.

**Background:** Professional and Scientific staff at Iowa State University, through the University Work-Life Balance Committee and the Professional and Scientific Council, have expressed interest in an increase to the maximum tuition reimbursement allowable through the University's Tuition Reimbursement Program. The Tuition Reimbursement Program provides recruitment, retention, and advancement opportunities for Iowa State University employees. The program was utilized by 187 individual employees during FY15, as detailed in Appendix B. Our proposal is meant to address the need for increased support for employees seeking additional education, as well as the increasing use of differential tuition at Iowa State University.

**Impact:** Increasing the tuition reimbursement will benefit employees as well as the University. Providing employees with additional financial assistance to pursue advanced degrees will result in a reduction in the financial costs of pursuing academic certifications and degrees. An educated workforce is more capable of success when dealing with complex and demanding work assignments where a knowledge base is essential to providing informed guidance and leadership. Investing in the education of existing employees supports advancement opportunities from within, resulting in the retention of quality employees. This enables the University to strengthen its stable workforce, operate more effectively, and realize cost reductions in recruitment and training expenses.

The Professional and Scientific Council Compensation and Benefits Committee, along with the Professional and Scientific Council Executive Committee, support this opportunity to continue to invest in Professional and Scientific Staff - one of Iowa State University's greatest assets.

# Tuition Reimbursement Eligibility Requirements

Tuition Reimbursement Eligibility Requirements -[top](#)-

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This program is available to current Iowa State University Merit and P&S employees who have successfully completed at least one (1) year of service. To remain eligible for this program, employees will need to:

- Remain in a paid status
  - Take coursework for credit.
  - Successfully complete an undergraduate course and attain at least a “C” grade, a “Complete” or a “Satisfactory”.
  - Successfully complete a graduate course and attain at least a “B” grade or “Satisfactory”.
  - If possible seek enrollment into evening and Saturday classes for a maximum of three (3) credit hours at one time each semester (Spring, Summer and Fall).
  - If the individuals work schedule is modified to accommodate class hours, Merit staff employees may be expected to make up the time missed from work, and P&S employees are expected to meet project deadlines.
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Applications will be processed and staff will be notified by email of their status after the application period has ended. Applying for the program does not guarantee tuition reimbursement.

Program Guidelines -[top](#)-

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- Program is designed for school/office related course of study preferably in relationship to the current position or for advancement.
- It is dependent upon funding for each of the three designated semester periods: Fall Semester, Spring Semester and Summer Semester. If funding is not sufficient to cover all pending applications, they will be funded based on the institutions priority as follows:

**1st:** State of Iowa Regent Institutions

**2nd:** Institutions of Higher Education with a partnership agreement with State of Iowa Regent Institutions

**3rd:** United States Accredited Institutions approved by the U.S. Department of Education.

- Apply and be admitted to your desired accredited institution.
- If eligible complete the application process through AccessPlus.
- Late applications **cannot** be accepted.
- Employees must be registered for the course(s) indicated on their application in order for their application to be considered.
- Coursework can be completed either at Iowa State University or other United States accredited colleges or universities.
- Employees are responsible to edit their applications when changes occur.
- Employees understand the program is for the reimbursement of tuition only.

**Coursework:** Tuition reimbursement is limited to tuition for up to three (3) college credits per ISU semester (Spring semester, Summer semester and Fall semester). The reimbursement rate will not exceed the rate set by Iowa State University's Resident Undergraduate or Graduate amounts as outlined in the tuition rate schedule for that semester. The rates can be found at [www.registrar.iastate.edu/fees](http://www.registrar.iastate.edu/fees).

If the application is awarded, the applicant will receive reimbursement after successfully completing the course at the end of the corresponding semester, approximately 1 month after ISU semester ends. **Coursework must be started the semester of application and must be completed within one year of the start of the semester in which the award was received.**

## Appendix B

### P&S Employees Enrolled in Courses at ISU per Semester

<b>Fall 2015</b>	<b>132</b>
Grad	120
UGrad	12
<b>Spring 2015</b>	<b>121</b>
Grad	110
UGrad	11
<b>Summer 2015</b>	<b>64</b>
Grad	61
UGrad	3

**187** Unique Employees Took Classes at ISU in the last year

### Employees Taking 4 or More Credits at ISU

	<b>Count</b>
<b>Fall 2015</b>	<b>45</b>
<b>Spring 2015</b>	<b>38</b>
<b>Summer 2015</b>	<b>14</b>

### Employees Utilizing the Tuition Reimbursement Program During FY 15

- **363** Applicants for program
- Of the **314** who were reimbursed (**290** were P&S and **24** were Merit)
- 83.1% of applications were for classes taken at ISU. 16.9% were for other schools.