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| <br>Town of Swansboro | <b>Personnel Policy</b>                   |                 | <b>Employee Benefits<br/>College Assistance Program</b>  |                |
|  | Number: Article<br>VI; Section 14         | Revisions:<br>1 | Effective Date:<br>December 19, 2014   | Page of<br>1 1 |
|  | Supersedes:<br>Tuition Assistance Program |                 | Approved By:<br> |                |

**Article VI Employee Benefits**

**Section 14: College Assistance Program**

The Town encourages employees to take courses which will improve their skills and performance in their present positions and/or help prepare them for promotional opportunities within the Town. Funds for this program are budgeted annually and will be disbursed on a first come, first served basis subject to availability of funds and based on the following conditions:

- a. Approved Course. An approved course is one which will either improve the employee's ability to perform his/her present job or will help prepare the employee for a job with the Town which will require a higher level of knowledge, responsibility and/or skill.
- b. Approved Institution. Any accredited college, university, technical institute, community college, or any other institute approved by the Town manager.
- c. Eligible Expense. College fees up to Five Hundred dollars (\$500) per fiscal year will be reimbursed to the employee with proof of expense over the allotted amount.
- d. Eligible Employees. All full-time employees who have completed initial probationary period are eligible for tuition assistance.
- e. Successful Course Completion. Successful course completion will be construed to be a grade of "B" or better in graded courses or where letter grades are not given, a written statement from the instructor stating that you have successfully completed the course.

The program covers those course of study voluntarily undertaken by employees and normally would be scheduled on off-duty hours. The Town will encourage employees by allowing flex schedules to accomplish their educational objectives.