

COMPENSATION AND BENEFITS

REGULATION B EMPLOYEE CONTINUING EDUCATION TUITION BENEFIT



Human Resources
DEB (REGULATION B)
Effective Date: 11/4/2025

COLLEGE TUITION CONTINUING EDUCATION (CE) BENEFIT

1. PURPOSE

The College District will waive each full-time employee, and/or the employees' dependents as defined by IRS regulations, after 90 days of full-time continuous employment for tuition only (fees, books, and supplies will not be waived) as follows:

- a. **Fall and Spring:** Up to four (4) courses, not to exceed a total of \$924, excluding travel-related offerings.
- b. **Summer:** Up to two (2) courses, not to exceed a total of \$539, excluding travel-related offerings.
- c. **50 Plus or Community Education Limits**
 - i. **Fall and Spring:** for up to two (2) courses per semester, not to exceed a total of \$924 (excluding travel-related offerings).
 - ii. **Summer:** for up to two (2) courses per semester, not to exceed a total of \$539 (excluding travel-related offerings).

2. PROCEDURE

- a. To apply for the employee tuition waiver, the employee/dependent must enroll in classes, and submit the COM Employee Course Benefit form or the COM Employee's Dependent Verification for Course Benefit form to Human Resources (HR).
- b. HR will verify employee and dependent status and approve the benefit, if applicable and forward to Continuing Education (CE).
- c. CE will verify which classes are eligible for the waiver and apply it to the qualified courses.
- d. If the employee/dependent does not pass, CE will place the tuition cost of each disqualified course onto the student account, and the employee/dependent will be responsible for paying for disqualified courses. The employee/dependent will not be allowed to enroll in future courses until their balance is paid in full.
- e. The College will waive employee and each eligible dependent for up to one (1) of each of the following credentials while the employee is actively employed at the College:

One (1) Continuing Education workforce credential

3. REQUIREMENTS/QUALIFICATIONS

- a. Full-time employees must complete the first 90 days of continuous employment.
- b. Course(s) must be graded as Pass. If employee/dependent receives anything other than a Pass, the employee/dependent will be financially responsible for the course.
- c. Employees may schedule job-related courses during regular working hours with prior written approval of their supervisor and appropriate Vice President. The adjusted schedule must account for the total hours required for the employee position and missed work hours must be made up.
- d. If, for any reason, the employee separates from COM, the tuition will be waived at a pro-rate based on the portion of the course completed at the time of separation. The employee/dependent will retain the waiver for sessions completed before the employee separation date.