

# **LOKER UNIVERSITY STUDENT UNION, INC. EDUCATIONAL ASSISTANCE BENEFIT PROGRAM**

## **Purpose**

The Loker Student Union, Inc. (LSU) Educational Assistance Benefit Program (EABP) is designed to provide regular full-time employees educational assistance as a part of its benefits plan. The purpose is to protect its investment in its workforce, maintain its ability to attract top employees, reduce turnover rates, and increase the skills and competencies needed to remain both competitive as an employer and relevant as a service provider. Educational assistance benefits shall be made in alignment with the California State University (CSU) Auxiliary Organizations Compliance Guide providing working conditions and benefits comparable to those provided by the CSU to its employees performing similar services.

## **Policy**

The EABP shall reimburse up to the cost of tuition fees at California State University Dominguez Hills on a per semester basis. The EABP shall be non-taxable up to the maximum amount permitted by the IRS. Any assistance provided above the maximum non-taxable amount permitted by the IRS shall be deemed a taxable benefit and reported as wages. No other costs for books, supplies, lab fees, late fees, etc. shall be reimbursed and shall remain the responsibility of the employee.

LSU assumes no financial responsibility for expenditures incurred by individuals who fail to adhere to this policy and its conditions.

LSU reserves the right to modify or discontinue this policy at any time with or without prior notice to employees.

This policy does not pertain to employer-sponsored training or other professional development opportunities such as conferences, workshops, or seminars.

## **Eligibility**

All regular full-time management and non-management employees are eligible for the program after completion of at least thirty (30) days of employment. Educational assistance shall be limited to certificate, credential, bachelor's degree, master's degree, or doctorate's degree programs from accredited institutions.

Educational assistance shall be provided for courses taken in which a "C" grade or better for undergraduate and a "B" or better for graduate work was achieved. Incomplete grades shall be reimbursed only upon a change of the incomplete to a satisfactory grade within the fiscal year of the approved award designation.

## Conditions for Educational Assistance

Eligible employees shall complete an educational assistance application and receive written approval of the application. LSU shall not be responsible for educational expenses incurred for late, denied, non-submitted educational assistance applications, or for expenses incurred by employees who assume approval prior to receiving written approval.

Applications must be filed with LSU Employment Relations and the Executive Director a minimum of thirty (30) days before the end of the term for which the educational assistance benefit is sought.

Employees must schedule course attendance outside regularly scheduled work hours. On occasions when required courses are offered only during regular work hours, employees may be granted release time to attend courses during regular work hours provided that the operational needs of the LSU are met. All courses which require attendance during regular work hours must be approved by LSU Employment Relations and the Executive Director. Possible outcomes of requesting release time:

- a) Release time is granted and an alternative work schedule is created
- b) Use of vacation time or unpaid time off is required
- c) Release time is denied

Program participants must submit an official transcript or applicable proof of successful course completion to LSU Employment Relations within two (2) weeks of the posting of official course grades to receive reimbursement. Delay in official transcript or proof submission may terminate the benefit for the term.

Individuals leaving the employment of LSU prior to completion of coursework lose their educational assistance benefit.

Exceptions to this policy may be granted by the Executive Director or their designee.