



New Jersey Schools Insurance Group
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Board of Trustees Meeting of June 12, 2019
Action Item
Second Reading
Policy 6250 Tuition Reimbursement

Recommended Resolution: to approve policy 6250 Tuition Reimbursement as a second reading.

William Mayo

William Mayo, CPCU, ARM
Executive Director

NJSIG Policies

Adopted: 05/91

Index #: 6250

Amended: 01/02, 06/12

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Reviewed: 03/12

TUITION REIMBURSEMENT ASSISTANCE

~~Staff members~~ NJSIG employees may be reimbursed for ~~seek~~ tuition assistance for up to ~~in~~ for an amount not to exceed 21 credit hours in any one ~~the~~ limitations set forth in the IRS regulations for employer tuition assistance for undergraduate and graduate level courses, in any fiscal year. To be eligible for tuition reimbursement ~~assistance~~, ~~the course~~ a course or course of study:

1. Must be undergraduate or graduate level ~~offered by a college or university~~;
2. Must be successfully completed with a grade of "C" or better;
3. Must provide knowledge or skills that will enhance the employee's contribution to the ~~Group~~ NJSIG in either the employee's present position or any ~~Group~~ position to which the employee aspires in NJSIG, and each course or course of study must be approved in writing, prior to course registration, by the Executive Director or his/her Designee, for each individual request.

~~The Executive Director, as part of the budget, shall annually recommend to the Trustees for their approval, a maximum tuition allowance per credit. This recommendation shall be made after a review of current rates at New Jersey public and private colleges and universities.~~

The total amount to be reimbursed to staff under this policy in any year shall be established in ~~NJSIG~~ the Group's budget for that year. In the event that requests for reimbursement would ~~consume~~ exceed more than the ~~fund~~ amount budgeted for tuition assistance ~~this account~~, no further ~~reimbursement~~ reimbursement shall be available that year, unless specifically approved by the NJSIG Board of Trustees. -Those already enrolled shall share the available funds in proportion to the tuition cost.

Credit Hours

Staff members seeking tuition assistance ~~reimbursement~~ shall obtain written approval from their department manager sixty (60) days prior to the beginning of each course.

Department managers will forward approved tuition ~~reimbursement~~ assistance requests to the Executive Director.

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Proof of successful course completion in the form of transcripts or validated reports from the institution shall be required prior to reimbursement. ~~-Tuition reimbursements~~ assistance will be processed by the normal cash distribution methods.

All full-time staff whose normal work week is 35 hours or more are eligible for this benefit.

Reimbursement Rate

~~Approved requests will be reimbursed at the actual per credit amount, up to the maximum established by the Executive Director through the annual budget on an annual basis.~~

Failure to follow or adhere to this policy may lead to disciplinary action up to and including termination.