Policy Title: Educational Assistance

MGS recognizes the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within MGS.

MGS will provide educational assistance to all eligible full-time employees who have completed one (1) year of employment and have satisfactory job performance. Successful completion, with a grade of "C" or better, of an educational program is required for reimbursement. MGS will reimburse for tuition expense only. The employee is responsible for related expenses such as books, fees, etc. To maintain eligibility employees must remain on the active full-time payroll and be performing their job satisfactorily through completion of each course.

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. MGS has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position.

Before enrolling in a course, employee must complete a Tuition Reimbursement Application and have it approved. Upon completion of the course, the employee must turn in proof that he/she paid for the course and an official copy of the grade received to initiate the reimbursement process.

While educational assistance is expected to enhance employees' performance and professional abilities, MGS cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

MGS invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily terminates employment with MGS within one (1) year of the last educational assistance payment, the amount of the payment will be considered a loan. Accordingly, the employee will be required to repay 50 percent of the educational assistance payments.