



SOUTH JERSEY TRANSPORTATION AUTHORITY
Policies and Procedures
(Revised 8/28/2013)

608-Policy on Tuition Reimbursement Program

The South Jersey Transportation Authority Tuition Reimbursement Program provides an opportunity for any eligible employee to improve his/her job related skills and job performance and helps to establish a source of trained staff who can effectively contribute to carrying out the mission of the Authority. In addition to formal degree program courses, the Authority may also provide tuition reimbursement to any employee who participates in non-degree courses, seminars, vocational training, certification or licensing programs, or review courses, when those courses directly relate to either the employee's job performance or skills related to one's Authority employment. The Authority has sole discretion in decisions regarding tuition reimbursement.

Tuition Reimbursement Procedures
(Revised 12/20/2013)

I. Eligibility Criteria

- a) Applicant must be a regular full time employee having completed the probationary period
- b) The applicant must demonstrate sufficient initiative and promise in his or her performance to warrant undertaking training or educational courses at the Authority's expense
- c) Only those bargaining unit employees whose collective bargaining agreement provides for tuition reimbursement will be eligible to participate in this program
- d) All training and awards of tuition will support EEO/AA strategies.

II. Reimbursement Criteria

- a) Applicant must have written authorization from the Executive Director at least four (4) weeks in advance of the course start date.
- b) Funds are available in the tuition reimbursement account.
- c) The course selected must be related to the job currently held by the employee.
- d) An accredited school, college, or professional training organization must offer the course.
- e) Receipt of course payment and documentation of a passing grade of C or better must be submitted to the Human Resources Division. A certificate of course completion will be accepted for non-credit bearing training courses.
- f) Course attendance will not interfere with the employee's work schedule. (Authority mandated training and/or course participation may be attended on company time.)
- g) Employees pursuing a degree program or an extended course of study may be required to sign an agreement not to terminate their employment with the Authority voluntarily prior to completing a stipulated period of service.

III. The Approved Reimbursement Schedule

- a) Maximum reimbursement is limited to two (2) courses, per term.
- b) When attendance at a NJ State or County College or University, reimbursement maximum will be set at the prevailing rate for the relevant institution.
- c) For all other institutions, the reimbursement maximum will be limited to the equivalent of two (2) courses, per term at Rutgers, The State University of

New Jersey. Wherever possible, the limit will be based on 6 credits a semester, at the applicable tuition rate published by Rutgers for that term.

- d) Reimbursement is limited to, mandatory fees for all students, tuition, registration and laboratory fees .
- e) Any exception and/or addition to the above criteria and schedule would require written justification subject to the approval of the Executive Director prior to enrollment.

No employee has any vested right to tuition reimbursement except as set forth herein for mandatory training.

IV. Mandatory Training

The Authority may mandate selected training to promote the overall development of its workforce and to enhance specific skills and competencies of its employees. Such training may either take place at Authority facilities or at an external location. All fees associated with mandatory training or course participation will be assumed by the Authority.