

AP 112.00 Fringe Benefits

Associated Board Policy: 112.00

Procedure Owner: Vice President of Finance and Administration

Related Procedures: None

I. Procedure Scope and Purpose

Cowley College offers several fringe benefits to all full-time employees. This procedure aims to identify the proper steps to access those benefits.

II. Definitions – none

III. Procedure

a. Wellness Center Usage

- i. To use the gym facilities at the Wellness Center, complete a Members Biographical Form and return to the Center.
 1. All family members of the employee should list the employee's name at the top of the form.
- ii. Immediate family who live in your household 14 years or older may have access to the facility. Any member 14-15 years of age will require an adult to workout.
- iii. Cowley College ID cards are required for entrance to the facility. If your family member has completed the form, the Center will provide the member with a Cowley ID to access the facilities.
- iv. Biographical forms must be updated every two years or if there is a change to your health or medications.

b. Tuition Reimbursement

- i. The College will establish a pool of \$6,000.00 to reimburse tuition of full-time classified staff to continue their education at an accredited institution of higher education. Only courses that Cowley does not provide are eligible for tuition reimbursement. An employee can receive reimbursement for a maximum of \$750.00 (tuition only) per fiscal year.
- ii. The Staff Tuition Reimbursement Application for tuition must be submitted at least two weeks before the start of each semester to the Director of Human Resources. Course completion and receipts will be attached to the application and forwarded to the President for approval. When the application is made, the employee must have completed at least three years of continuous full-time employment with the College.
- iii. The course/program shall be part of the professional development plan as approved by the employee's supervisor and should complement the College's strategic direction and have relevance to the mission of the College.
- iv. Reimbursement will be given upon proof of successful course completion with a grade of "B" or better, (grade report) and documentation of payment (tuition

receipt). If an employee terminates their employment prior to completion of the course, no funds will be awarded.

IV. Effective Date

This procedure become effective: August 22, 2023 .

V. Signature and Title

Hally Harper

This procedure is implemented by: _____