

AP 313 Employment Benefits – Full-time Employees

Associated Board Policy: 313.00 Employment Benefits

Procedure Owner: Vice President of Finance and Administration

Related Procedures: None

I. Procedure Scope and Purpose

Cowley College offers several 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 to enter 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 \$10,000.00 to reimburse tuition and general fees of full-time 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 \$1,500.00 per fiscal year.
- ii. AP 31.00 Form Staff Tuition Reimbursement Application for tuition and general fees must be submitted at least two weeks before the start of courses to Human Resources.
 1. The form will be reviewed for pre-approval by the employee's supervisor, Vice President of Finance and Administration and well as the President of the college.
 2. The course/program shall be part of the professional development plan as approved by the employee's supervisor, should complement the college's strategic direction, and should be relevant to the college's mission.

3. When the application is made, the employee must have completed at least three years of continuous full-time employment with the College.
- iii. Reimbursement through Accounts Payable will be given upon proof of successful course completion with a grade of "B" or better (grade report) and documentation of payment (tuition receipt). No funds will be awarded if an employee terminates before course completion. Course completion and receipts will be attached to the application and forwarded to the President for approval before any funds are paid to the employee.

c. Tuition, General Fees, and Books

- i. The Board will grant tuition, general fees, and books for each full-time employee, Board of Trustees, spouse, and/or dependents (per Federal guidelines: 'dependent' is under the age of 24, is not married, or does not have a child) is enrolled at Cowley College. Any course fees will be the responsibility of the employee/board member. All textbooks must be returned to the bookstore at the end of each semester, or the costs of the textbooks will be the employee's responsibility. Anyone using this benefit must comply Policy 433.00 Satisfactory Academic Progress.

IV. Effective Date

This procedure became effective: August 22, 2023.

This procedure was revised on: August 12, 2025.

V. Signature and Title

Hally Harper

This procedure is implemented by: _____