



EDUCATIONAL BENEFITS POLICY

PERSONNEL | 300.350

Last Reviewed:

7/21/23

Executive Staff Approval

10/2/23

Board Approval

10/18/23

1. Policy Purpose

Mountainland Technical College (MTECH) encourages all individuals associated with MTECH to continue their educational development. To assist in that regard, MTECH has established an educational benefit program.

2. Policy Statement

MTECH provides educational benefits to qualified employees, with some limitations, following the guidelines of this policy.

3. Definitions

Domestic Partner: An unrelated and unmarried person who shares common living quarters with an employee and lives in a committed, intimate relationship that is not legally defined as marriage by the state in which the partners reside.

4. Retired Employees

Employees who have worked for at least ten years previously for Mountainland Technical College and are no longer employed with the college or any other employer. Employees who were terminated for cause are not considered Retired Employees for the purpose of this policy.

4. References

- 4.1 MTECH 300.313 [Domestic Partner Policy](#)

5. Policy

MTECH will provide educational benefits to eligible employees.

- 5.1 MTECH tuition waivers are available to all MTECH employees and their dependents, after three months of employment. Dependents for this policy are defined as Spouse or Domestic Partner and children up to the age of 26. Eligible employees and their dependents will have the full cost of MTECH tuition waived, but are required to pay student fees, including but not limited to the purchase of books, tests, and other required materials.

5.1.1 Qualifications

- 5.1.1.1 Employees and their dependents qualify after three (3) months of service.
- 5.1.1.2 Dependents of deceased MTECH employees, who were eligible when the employee died, will continue to be eligible under the provisions of this policy.
- 5.1.1.3 Eligible employees and their dependents pay student fees, including but not limited to the purchase of books, tests, and other required materials.
- 5.1.1.4 Current and retired MTECH employees and their dependents may take Online Education2Go courses at MTECH cost.

5.1.2 Limitations – Tuition waivers are subject to limitations.

- 5.1.2.1 Courses taken by employees during regular working hours may not interfere with the operation of the employee's department. Employees must have their supervisor's permission. Regular hours of work missed by non-exempt employees for class attendance must be made up during the same week in which they are missed.
- 5.1.2.2 A class must have a sufficient number of tuition-paying students to carry before a waiver student can take the class. Tuition waivers will be given on a first-come first-serve basis.
- 5.1.2.3 Tuition waivers may not be redeemed for cash.

- 5.1.3 Admission and Registration - All individuals who want to participate in the tuition waiver program must apply and be accepted for admission following regular admission guidelines and registration procedures through Student Services.
- 5.1.4 Termination While Attending Program
 - 5.1.4.1 Employees who terminate employment with MTECH for reasons other than retirement or death, are disqualified from future tuition waivers, as well as their eligible dependents. Additionally, they will be responsible for the tuition of any course they or their dependents are currently enrolled in.,
 - 5.1.4.2 Employees on unpaid leave for more than six (6) months do not qualify for the tuition waivers.

5.2 Education Assistance Program

The MTECH Education Assistance Program is available to full-time, benefits eligible employees to reimburse tuition for courses taken outside MTECH at accredited institutions.

- 5.2.1 Educational assistance is awarded based on the available budget.
- 5.2.2 Starting July 1, 2019, educational assistance awards will be made three times per fiscal year based on a Summer, Fall, and Spring Semester. Educational assistance award requests must be submitted to the Finance Department by the following dates: Summer Semester - August 31st; Fall Semester – January 15th; Spring Semester – June 15th.
- 5.2.3 Budgeted funds for educational assistance awards will be divided according to the following schedule: Summer Semester – 20%; Fall Semester – 40%; Spring Semester 40%. Unused funds within the fiscal year will be carried forward or backward between Semester periods proportionally.
- 5.2.4 Restrictions
 - 5.2.4.1 Only full-time employees are eligible to participate in the Educational Assistance Program.
 - 5.2.4.2 Courses must be taught by an accredited institution, and must award college credit. Courses must be completed with a “C” (or equivalent) or better. Audited courses are not eligible for reimbursement.

- 5.2.4.3 Educational assistance will only be awarded for cash expenses paid by the employee for tuition and mandatory fees, not to exceed \$5,250.00 per year.
- 5.2.4.4 Employees who voluntarily terminate their employment with MTECH within 12 months of accepting an educational assistance award agree to reimburse MTECH for any educational assistance received within that 12-month period.

5.2.5 Award Funding

- 5.2.5.1 A budgeted amount for educational assistance awards for each fiscal year will be determined by the MTECH President.
- 5.2.5.2 If the available budget is insufficient to pay for individual educational assistance awards, individual prorated amounts will be calculated based on the following formula:
 - a. $(\text{Individual Award Amount} / \text{Total of All Approved Awards}) \times \text{Total Award Budget}$.
 - b. For this formula, in cases where an employee attends a college other than a State of Utah owned college, Individual Award Amount will be limited to the cost of tuition and fees at the University of Utah for the same number of credit hours.

5.3 Other Education Benefits

The MTECH President may approve any other educational benefits to support the mission of MTECH.

5.4 Taxation

Certain educational benefits received by employees, their spouses, and their children may be taxable under current IRS rules or may become taxable in the future. If the IRS rules that all or a portion of these benefits are taxable, MTECH will add the value of the benefits received to the employee's income and withhold appropriate taxes.

4. Revision History

Last Reviewed	Executive Committee Approval	Board Approval	Employee Review
4/29/2019	4/29/2019	5/16/2012	2/4/2021
9/26/2022	10/3/2022	5/15/2019	

		10/19/2022	