



EDUCATIONAL BENEFITS POLICY

PERSONNEL | 300.350

Last Evaluation

03/13/2026

Executive Staff Approval

07/20/2026

Board Approval

08/19/2026

1. Policy Purpose

Mountainland Technical College (MTECH) encourages employees to continue their educational development that supports both personal growth and the mission of the college. This policy establishes educational benefits available to eligible employees and their dependents.

2. Definitions

Dependents - Eligible dependents include spouses, domestic partners, and children up to age 26.

Domestic Partner - As defined in MTECH 300.313 Domestic Partner Policy.

Retired Employees - Employees who have completed at least ten years of service with MTECH and have retired from the institution. Employees who were terminated for cause are not considered Retired Employees for the purpose of this policy.

3. References

MTECH 300.313 Domestic Partner Policy

MTECH 300.301 Employee Categories and Definitions Policy

MTECH 300.313 Domestic Partner Policy

MTECH 605 Registration and Transfer of Coursework Policy

4. Policy

MTECH provides educational benefits to eligible employees and their dependents in the form of tuition waivers for MTECH courses and an Educational Assistance Program for courses taken at accredited institutions outside of MTECH.

Educational benefits are subject to eligibility requirements, institutional priorities, available funding and the operational needs of the college.

Participation in this program is not guaranteed and is subject to institutional policies, program capacity and available funding.

5. MTECH Tuition Waivers

- 5.1. MTECH tuition waivers are available to all MTECH employees and their dependents, after meeting eligibility requirements established in procedure.
 - 5.1.1. Eligible employees and their dependents pay student fees, including but not limited to the purchase of books, tests, and other required materials.
 - 5.1.2. Dependents of deceased MTECH employees, who were eligible when the employee died, will continue to be eligible under the provisions of this policy.

6. Education Assistance Program

- 6.1. MTECH Education Assistance Program is available to full-time, benefits eligible employees to reimburse tuition for courses taken outside MTECH, subject to additional eligibility criteria defined in procedure.
- 6.2. 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.
- 6.3. 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.

- 6.4. Employees who voluntarily terminate their employment with MTECH within 12 months after receiving educational assistance agree to reimburse MTECH for the assistance received during that period. MTECH may recover such amounts through payroll deduction where permitted by law or through other lawful means.

7. Restrictions and Limitations:

- 7.1. Courses taken by employees during regular working hours may not interfere with the operation of the employee's department.
- 7.2. Non-exempt employees may not attend classes during scheduled work hours unless approved by their supervisor and the time is either made up within the same workweek or recorded in accordance with wage and hour requirements.
- 7.3. MTECH tuition waivers may be granted only when space is available after tuition-paying students have enrolled. Tuition waivers will be given on a first-come first-served basis.
- 7.4. Educational benefit awards are subject to available budget allocations.
- 7.5. Educational benefits may not be redeemed for cash.
- 7.6. Employees who terminate employment with MTECH for reasons other than retirement or death become immediately ineligible for tuition waivers and are disqualified from future tuition waivers. Employees may be required to repay the value of the tuition waivers for any course in which they or their dependents are enrolled at the time employment ends.
- 7.7. Employees on unpaid leave for more than six (6) months do not qualify for the tuition waivers.

8. Withdrawal From Program

- 8.1. Employees or their dependents who withdraw or are withdrawn from a program for any reason may be responsible for repayment of the tuition value for any courses they enrolled in.

9. Award Funding

- 9.1. A budgeted amount for educational assistance awards for each fiscal year will be determined by the MTECH President.

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

10. Taxation

- 10.1. Certain educational benefits received by employees, their spouses, and their children may be taxable under current or future IRS provisions. 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.

11. Evaluation History

Last Evaluation	Executive Staff Approval	Board Approval	Employee Evaluation
4/29/2019	4/29/2019	5/16/2012	2/4/2021
9/26/2022	10/3/2022	5/15/2019	
		10/19/2022	
7/1/2023	10/2/2023	10/18/2023	
03/13/2026	07/20/2026	08/19/2026	