



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP) OP 52.88: Staff Employee Education Incentive Program

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Vice President for Administration and Finance
Responsible Office:	Director of Human Resources
Next Scheduled Review:	12/01/2027. This OP will be reviewed in September of every third year, or as needed, by the Vice President for Administration and Finance with substantive revisions forwarded to the President.

I. Policy Statement/Purpose

The purpose of this Operating Policy/Procedure (OP) is to establish a Staff Employee Education Incentive Program for benefits-eligible staff employees of Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Application of Policy

This policy is applicable to full time retirement-eligible staff employees of MSU.

III. Policy/Procedure

A. General

MSU staff employees are encouraged to pursue completion of both graduate and undergraduate degrees while at the University and a Staff Employee Education Incentive Program (“Program”) is maintained to assist them in this regard. Under the Program, employees may be reimbursed for up to the cost of tuition and fees.

B. Program Administration

1. The Human Resources Department will coordinate the Program.
2. All full-time staff members in retirement eligible positions are eligible to apply.
3. Eligible staff members may enroll in a maximum of six (6) hours each fall and spring semester and a maximum of three (3) hours during each of the summer

terms. Participation will be limited to not more than eighteen (18) credit hours per fiscal year.

4. Courses taken during working hours will be limited to three (3) hours; and whenever possible, all courses will be taken at times other than during normal working hours.
5. To be eligible, a person must be employed forty (40) hours per week at the beginning of the ~~course-~~ **relevant semester/term** and upon completion of the **relevant semester/term** or course, **whichever is later**.
6. Only credit courses taken at MSU are included in the Program.
7. All employees will be required to provide compensatory time on the job for any time spent away from work due to participation in the Program.
8. Eligible staff employees wishing to participate in the Program shall complete and submit the Staff Educational Incentive Program Application to the Human Resources Department by the date of the relevant semester's final day of registration, **as listed in the Academic Calendar**.
9. In order to enroll, an employee must first obtain the approval of the immediate supervisor. The supervisor must consider the impact of the proposed Program on the office workload if the Program involves a course to be taken during regular working hours. By signing the Staff Education Incentive Program Application, the supervisor will inform Human Resources of the approval for the employees to enroll for course work in the Program. The immediate supervisor of any employee enrolled in a university course during on-duty time is responsible for documenting on the Employee Time Sheet and Leave Record that the time away from the job was made up.
10. At the end of each semester/term, **reimbursement will be made for the total resident tuition and fees per the relevant MSU fee chart for each class in which the employee receives credit (A, B, C, D).** ~~the financial incentive will be calculated in the following manner: At the end of the semester, by dividing the cost of resident tuition and fees as provided each semester by the Business Office (course fees not included) for each course taken by an employee and dividing by twelve (12) to determine the amount to be awarded for each grade point. The result will then be multiplied by the total number of grade points earned by the employee in that course to determine the amount of the award. In the event the total amount of money allocated for the Staff Educational Incentive Program is not sufficient to cover costs using this formula (and additional funds are not available), awards will be determined by calculating what percentage each employee would have received of the total and multiplying the actual amount of funds available by that percentage.~~
11. **Reimbursement under the Program will not be issued for failed, withdrawn, or incomplete classes or issued for any tuition and fee waiver or exemption.** In no case will the reimbursement exceed actual tuition and fees ~~costs incurred~~ **paid** for the course(s) taken under the Program.
12. At the end of the semester, the Human Resources Department will verify each enrolled employee's grade(s) on hours passed (up to a maximum of six [6]

~~semester hours) and will determine the amount of the reimbursement due to each individual.~~

Checks **for undergraduate course reimbursement** will be disbursed to the employee after each semester/term **in accordance with Business Office procedures. Reimbursement for graduate courses is taxable and will be disbursed to the employee after each semester/term during the next payroll cycle.** ~~unless the~~ **If an** employee has an outstanding **tuition** balance with the University, ~~—In such~~ **ease** the funds will be credited to the employee's outstanding tuition balance. ~~Because of the necessity to make the necessary calculations and issue checks at the end of the semester, incomplete grades will not be subject to payment.~~

C. Advisory/Appeal Committee

The MSU Fringe Benefits Committee will serve as the advisory/appeals committee regarding disputes and/or application denials. All decisions of the committee shall be final unless the President of the University determines that the decision was rendered in violation of University policy. The President's decision is final.

IV. **Related Statutes, Rules, Regulations, Policies, and Resources**

Related Statutes/Rules/Regulations:

[Internal Revenue Service 117](#)

[MSU Tuition and Fee Rates](#)

V. **Responsible Office**

Contact: Human Resources
Phone: (940) 397-4221
E-mail: human.resources@msutexas.edu

VI. **Revision History**

- 11/10/1989: MSU Policy 3.223 - Staff Employee Educational Incentive Program adopted and approved by the MSU Board of Regents.
- 05/11/1990: Revised to accommodate employees taking classes at Sheppard Air Force Base and during the summer.
- 11/11/1994: Guidelines providing that all full-time staff members being eligible to participate in the program are revised to also include the following: "Staff personnel who are hired at least 50% FTE, with additional responsibilities as a faculty member, and with the stipulation they acquire a master's degree, will be eligible for this benefit."
- 11/10/1995: Revised by changing the title of the policy/procedure from "Staff Employee Educational Incentive Program" to "Staff Employee Education Incentive Program."

08/06/2004: Revised to clarify which individuals may participate in the program as follows:

All staff members in retirement eligible positions are eligible to apply.

05/12/2006: Revised by allowing staff employees to enroll in a maximum of six (6) hours each fall and spring semesters and three (3) hours during each of the summer terms, and establishing an application deadline by the date of the relevant semester's final day of registration.

05/11/2007: Revised to allow staff employees to participate in the program and receive scholarship assistance.

11/05/2010: Revised by adding the following:

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08/05/2021: Comprehensive revision and renumbering of *MSU Policies and Procedures Manual* which is renamed *Operating Policies and Procedures Manual of Midwestern State University*. Former Policy/Procedure 3.223 renumbered by the MSU Board of Regents as Operating Policy/Procedure (OP) 06.07: Staff Employee Education Incentive Program.

__/__/2024: Revised to comply with the format required by OP 02.31: Operating Policies and Procedures Manual for MSU, clarify employee participation in the University's Staff Employee Education Incentive Program, and update program administration. Adopted and approved by MSU President Stacia Haynie.

Stacia Haynie, President
Midwestern State University

Date: _____