

HELPING HANDS, INC. EDUCATION/TUITION ASSISTANCE PROGRAM

BOARD OF DIRECTORS EDUCATION FUND

IN MEMORY OF ED SLATCHER AND MAUREEN SWEENEY

The agency has established an education assistance program for all eligible full-time employees who have completed one (1) or more years of full-time service. All courses/classes elected by an eligible employee are subject to **prior** management approval for reimbursement.

All courses/classes taken by employees must be taken outside of their regular work schedule. Although the agency hopes that any courses/classes will improve the skills and knowledge of the employee in the human service field, it will consider any courses/classes that enhance the intellectual growth or skill set of the employee. Approval and reimbursement for any course/class is at the **sole** discretion of the agency.

Upon approval and completion of the course/class the agency will reimburse the employee up to a maximum of **\$1,000.00 per calendar year** under the following criteria.

1. 100% reimbursement of books and tuition for achieving an A
2. 75% reimbursement of books and tuition for achieving a B
3. 50% reimbursement of books and tuition for achieving a C

The employee is responsible for the payment of all applicable fees/costs associated with any course/class.

The availability of funding for this discretionary benefit will be determined by the agency in the development of the agencies' annual budget and is not guaranteed from year to year.