

**APPROVAL OF EDUCATION ASSISTANCE PROGRAM**

**WHEREAS,** the California State University (CSU), Dominguez Hills Foundation (“Foundation”) values the contributions of its employees and recognizes the importance of competitive compensation and benefits in attracting, retaining, and developing high performing individuals; and.

**WHEREAS,** as an auxiliary organization, California Education Code 89900(c) requires the Foundation provide salaries, working conditions, and benefits for full-time employees comparable to those provided to CSU employees performing similar services and salaries at least equal to positions of like nature at other educational institutions in the region for full-time employees whose duties are not comparable to CSU employees; and

**WHEREAS,** the Board of Directors of the Foundation strongly encourages employees and their dependents to pursue higher education; and

**WHEREAS,** Foundation management analyzed tuition waiver and education reimbursement programs provided by the CSU, other CSU auxiliary organizations, and regional institutions of higher education and developed the Education Reimbursement Program described in the attachment to this resolution; and

**WHEREAS,** the Finance and Human Resources Committee reviewed and recommends approval by the Board of the Education Reimbursement Program described in the attachment.

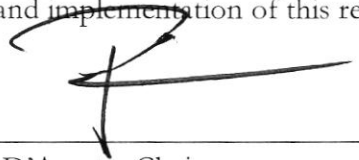
**THEREFORE, IN CONSIDERATION OF THE FOREGOING, IT IS RESOLVED AS FOLLOWS:**

**RESOLVED,** that the Board of Directors of the Foundation recognizes the above recitals as true and correct and adopts them as findings of fact; and

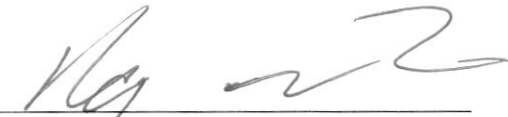
**RESOLVED,** that the Board of Directors of the Foundation approves the implementation of an Education Assistance Program referenced in the attachment; and

**RESOLVED,** that the Interim Executive Director is directed to undertake all efforts required to implement the Education Assistance Program and to take all actions as may be necessary and proper in connection with the execution and implementation of this resolution.

Adopted this 28<sup>th</sup> day of June, 2018.



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Phillip D'Amato, Chair  
Board of Directors, CSUDH Foundation

Attest:   
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Roger von Ting, Vice Chair  
Board of Directors, CSUDH Foundation

Education Assistance Program  
*California State University, Dominguez Hills Foundation*

California State University Dominguez Hills Foundation is committed to providing a value-added education assistance program in an effort to attract, retain and develop our greatest asset, Foundation employees. We strongly encourage employees and their dependents to pursue higher education, whether through additional skills training, completing a first degree, or obtaining a graduate-level education.

### **Eligibility**

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Employees must be employed by the Foundation for a period of at least twelve months in a full-time, benefited position to participate in this program. Employees must maintain satisfactory job performance as documented in a current performance evaluation and have no disciplinary action during the six months prior to submitting an application for reimbursement. Additionally, participation in the program is subject to the availability sufficient resources as allocated annually in the Foundation's operating budget

Full-time employees paid from contract or grant funds and campus programs are encouraged to participate in the Education Assistance Program if funds can be provided by the agency funding the individual contract, sponsored program, or grant or if other sufficient funds are available.

### **Course Load Limitations**

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Eligible employees may request financial assistance up to a maximum of six units per semester. Additional restrictions on reimbursement follow below in the reimbursement limitations section.

### **Qualifying Program Options**

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1. Employee Education Assistance – For the purpose of earning credits toward a degree or to enhance upward movement within career, Foundation will consider financial assistance for college level course(s) taken as part of an approved Career Development Plan. The plan must be on file with Foundation Human Resources. These courses can be taken online or through the traditional classroom method at any Western Association of Schools & Colleges (WASC) accredited university or college.
2. Dependent Education Assistance Program Transfer – Foundation employees eligible for the Education Assistance program may transfer their benefit to a qualifying dependent. The dependent must be a matriculating student working toward a degree and taking courses for credit to meet the degree requirements. The employee may not participate in the Employee Education Assistance Program while the benefit is transferred to a dependent.

### **Application/Approval Procedure**

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Employees utilizing the Education Assistance Program must submit an Application for Reimbursement prior to the start of the semester along with proof of enrollment in a Western Association of Schools & Colleges (WASC) accredited university or college. A separate Application for Reimbursement must be completed each semester an employee wishes to receive reimbursement. Substitution of courses cannot be made without prior approval.

Employees transferring their benefit to a dependent must submit an Application for Reimbursement prior to the start of the semester along with proof of enrollment in a Western Association of Schools & Colleges (WASC) accredited university or college and declaration of major form. A separate Application for Reimbursement must be completed each semester the employee wishes to receive reimbursement. Substitution of courses cannot be made without prior approval.

### **Reimbursement Limitations**

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The maximum reimbursement per academic year for undergraduate coursework shall not exceed the cost of half-time tuition (0 – 6 units per semester) for undergraduate tuition at CSU Dominguez Hills plus other mandatory fees up to the maximum mandatory fee amount waived via the CSU fee waiver program for non-represented staff. The maximum reimbursement for graduate coursework shall not exceed the cost of half-time tuition (0-6 units per semester) for graduate coursework at CSU Dominguez Hills plus other mandatory fees up to the maximum mandatory fee amount waived via the CSU fee waiver program for non-represented staff. The employee is responsible for all other tuition and fees as well as books and non-mandatory fees and supplies. Reimbursement will not be provided for a repeated course.

Individuals receiving benefits under this program for graduate-level courses must achieve a grade of "B" or better to qualify for reimbursement. A grade of "C" or better must be achieved in undergraduate in all courses to qualify for reimbursement.

Within four weeks of receipt of final grades, employees must submit the following to Foundation Human Resources along with a check request:

- Grade report or transcript verifying course credit; and
- Itemized statement of tuition and mandatory fees paid by employee.

### **Tax Liability**

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The Internal Revenue Service may consider educational assistance taxable income. Program participants are responsible for determining the effect of educational assistance on their tax obligations.

### **Use of Foundation Time and Equipment**

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Employees may not use work hours to attend classes, study or participate in other activities associated with enrollment in a course. In addition, the use of Foundation equipment is prohibited for the purpose of completing classwork, conducting research, or participating in an online class.

### **Transferability to Dependent**

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For the purpose of this program, a qualifying dependent must be under the age of 23 and either a biological or an adopted child of the employee.