

Title: Textbook Reimbursement Allowance for Employees

Initial Action:	July 1, 2000
Board Resolution:	00.070
Last Revised:	April 12, 2012
Policy:	July 1, 2000
Procedure:	July 1, 2000
Last Reviewed:	July 1, 2000
Effective:	July 1, 2000
Next Review:	May 12, 2008
Responsibility:	Director of Human Resources

Policy:

The Board of Trustees encourages full-time faculty, classified staff, and administrative employees to continue their education by enrolling in credit courses at Cecil College or other accredited institutions in higher education. To facilitate enrollment, eligible employees may receive reimbursement for textbooks or electronic books (e-book) that are required for the course.

Procedure:

1. Full-time employees may receive a book reimbursement allowance up to \$200 per fiscal year. Such reimbursement is for course-required books payable to employees who are enrolled in credit-division courses at Cecil College or other accredited institutions.
2. Dollar amounts in any given fiscal year may be prorated among all the eligible requestors based on availability of budgeted funds. However, the maximum reimbursement may not exceed \$200 per employee per fiscal year. Reimbursement will be provided three times per fiscal year [at the end of the summer, fall, and spring terms].
3. To receive reimbursement, the employee must submit: (1) proof of course registration, and (2) paid receipts(s) for the book(s) purchased for the course(s). Submit these items to the Human Resources Office.
4. Deadline for submission of requests will be announced by Human Resources.