



Continuing Education Policy		
Effective Date: January 1, 2020	Department: Human Resources	Classifications: Regular Full- and Part-Time Staff

Purpose:

All regular full and part-time staff are eligible for approved continuing education to equip the person for the role they were hired to fill at Compass Christian Church. Approval for continuing education will be determined by the Executive Leadership Team on a case-by-case basis. Upon approval from the ELT, the criteria for this additional educational training will be as follows:

The following guidelines apply:

- We will cover 75% or up to \$1000 per class payable to the team member upon completion of course with an approved school.
- Must maintain a minimum of 2.5 GPA throughout course of study.
- Course must apply specifically to position held at Compass Christian Church and is of mutual benefit to the church.
- School-related tuition should not be charged to Compass Christian Church or to a church credit card. This is a reimbursed expense that will be paid to the team member upon completion of the course and upon approval by the Executive Leadership Team.
- A one year rolling commitment will be required and reimbursement of paid tuition will be returned to Compass Christian Church if staff member leaves employment with the church within one year of most current reimbursed paid tuition.
- The following expenses will **not** be reimbursed by Compass Christian Church: Books, Meals, Travel/Mileage, Lodging.

How to apply for pre-approval:

Applications for pre-approval of Tuition Reimbursement must be submitted to your supervisor no earlier than two months prior to the start of class, but no later than fifteen (15) days before the start of the class/program. Approval is subject to the terms of the staff/employee continuing education policy.

- Complete Application – form located on the V drive in the “Forms” folder.
- Attach an official course description from the school website/catalog.
- Attach verification of the tuition cost (p/credit hour or per course – fees not covered) from the school website/catalog.
- Submit to the HR department (Carrie Clare) with approval by your supervisor.

How to submit for reimbursement:

After successful completion of the pre-approved class, the employee must submit for reimbursement by doing the following:

- Submit proof of the successful completion of the class with your grade earned to HR
- A reimbursement request will be created and submitted to the Executive Pastor of Operations for reimbursement approval.

