

Continuing Education Policy

Effective Date:
January 1, 2023

Department:
Human Resources

Classifications:
Staff Regular Full and Part-Time

PURPOSE

All regular full and part-time staff will be eligible for approved continuing education as determined by the Executive Leadership Team on a case-by-case basis. Training to equip the person for the role they were hired to fill at Compass Christian Church. Upon approval from the Executive Leadership Team, 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 paid to school on behalf of the employee upon approved course registration with an approved school. Submit required documentation to HR for payment.
- For those who are part of a degree program and tuition is due before the commencement of classes, the employee needs to initiate a check request for each semester or quarter as appropriate. All check requests will need to be submitted no later than 7 days before due. Check requests will be given to the Executive Assistant, Ministries for approval and payment.
- School-related tuition should not be charged to Compass Christian Church or to a church credit card by any enrolled student. If requested for coursework that was not paid for in advance, then 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.
- Must maintain a minimum of 2.5 GPA throughout course of study. Documentation is required annually.
- Course must apply specifically to position held at Compass Christian Church and is of mutual benefit to the church.
- 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 a Degree Program or Tuition payment/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 Share drive in the “Continuing Education” folder.
- Attach an official course description from the school website/catalog.
- Attach verification of the tuition cost (p/credit hour or per course) from the school website/catalog.
- Submit to the HR department with approval by your supervisor.

How to submit for class payment or reimbursement:

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

- A payment or reimbursement request will be created and submitted to the employee’s supervisor and an Executive Pastor for reimbursement approval.
- Submit proof of the successful completion of each class with your grade earned and approved request to the HR department.