

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: April 2024
- ☐ Effective: July 1, 2000
- ☐ Next Review: April 2027
- ☐ Responsibility: Executive 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 (July 1-June 30). 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. 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). Only the cost of the book and not the tax paid, will be reimbursed. -
3. Employees must submit proof for reimbursement no later than 30 days later than course completion. Failure to submit within 30 days will result in not receiving the reimbursement.