

# EDUCATIONAL ASSISTANCE PROGRAM



Bay Area Rapid Transit



**"Empower Your Career"**

# About

## 01 Purpose

The purpose of the educational assistance program is to support the personal and professional development of BART staff and meet the current and future needs of the District. Educational assistance funds are available to full-time BART employees who wish to enroll in job-related or promotion oriented courses.

## 02 Approved Courses

Approved courses are defined as a class, workshop, seminar or training provided through traditional classroom, video-based, distance learning, web-based (on-line) and certain correspondence courses.

An example of approved courses that contribute to continuing professional education and development are:

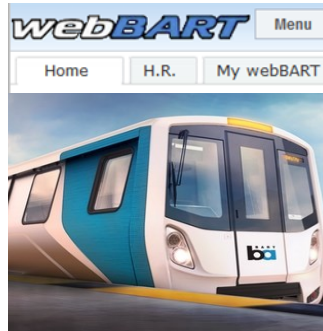
### ◇ Job-related Courses:

-Courses that are of direct value to the employees in the performance of his/her current job assignment. This includes courses in an academic program which are necessary to complete an approved degree program.

### ◇ Promotion-oriented Courses:

-Courses that are necessary in order to meet the minimum qualifications of a District position that the employee desires.

-Courses that are necessary in order for an employee to obtain or maintain District required professional certification or licensing for a position which the employee holds or seeks to hold.



This brochure is not all encompassing of the Educational Assistance Program scope and requirements. Please read **Employee Relations Guideline #26: Educational Assistance for the complete scope of this program.**

The guidelines are located on Employee Connect under *Download Forms > Human Resources.*



## QUESTIONS? PLEASE CONTACT US!

Employees should submit all documents and inquiries to the Workforce Development Unit in Human Resources.

Email: [HRPL@bart.gov](mailto:HRPL@bart.gov)

Fax: (510) 464-6386

Location: 300 Lakeside Drive, 20th Floor, Oakland

# Financial Assistance



# BART...AND YOU'RE THERE.



## 06 Eligible Reimbursement

Financial assistance in the form of an **advancement** or **reimbursement** will be provided for tuition/registration, required textbooks, laboratory fees and “other” fees which are required of all students and are neither negotiable nor discretionary for the individual enrolling in the course (e.g. Health Fee, Activity Fee etc.).

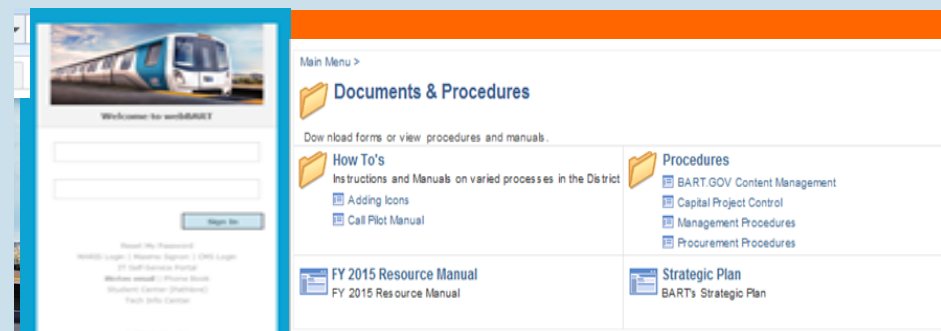
### Compensation Limits

Employees in the process of acquiring 60 semester units or 90 quarter unit degree (e.g. Associate of Arts, Certificate of Achievement) or when an employee is properly authorized to enroll in a Certificate of Achievement Program shall be eligible for a maximum amount of:

<b>ATU/SEIU/AFSCME/NREP</b>	<b>\$1,500</b>
<b>BPMA</b>	<b>\$750</b>
<b>BPOA</b>	<b>\$2,000</b>

Employee exceeds 60 semester units or 90 quarter unit degree and is enrolled in upper division course work shall be eligible for a maximum amount of:

<b>ATU/SEIU/AFSCME/NREP</b>	<b>\$2,000</b>
<b>BPMA/BPOA</b>	<b>\$4,000</b>



### ◇ Promotion-oriented Courses Continued:

-Courses related to preparing to take test related to obtaining job-related degrees, certifications, accreditations, license etc.

-Courses that contribute to succession planning and career development goals and objectives.



## 03 How to Submit My Application

The application for approval of coursework must be submitted on the **Educational Assistance Request Form**. This form is available on Employee Connect under *Download Forms > Human Resources*. In addition to the request form the following documents must be attached:

- ◇ **Course description**
- ◇ **Documentation showing course/tuition cost**
- ◇ **Textbook Costs (if available)**

Educational assistance requests are to be submitted to the employee's department manager or immediate supervisor. The department manager or immediate supervisor reviews the form to ensure the employee is conforming to Employee Relations Guideline #26 and briefly explaining how the course will benefit the employee.

**Educational assistance request will be reviewed and must be approved by the Workforce Development Unit prior to the start of the course.** In order to ensure timely reimbursement, the employee should submit the completed and department approved Request for Educational Assistance Form at least 30 days prior to the first day of the scheduled course.

## 04 After I Have Completed My Course

Upon completion of the course, the employee must send the following to the Workforce Development Unit:

- A copy of the grade, license and/or certificate of completion. Successful completion of the approved course is based on a grade of "C" or better or its equivalent (e.g. Pass/Fail).
- Copies of original receipts for tuition, textbooks, and eligible fees.

All documentation must be submitted within 30 days following the last day of the course.

## 05 My Obligations

The employee must notify Workforce Development of any changes to the course schedule at the time of the change. (i.e. course cancellation, dropped classes, changes in start/end date).

If a course is cancelled or an employee drops a course after they receive a tuition advance, the employee must reimburse the District the full amount advanced for the cancelled/dropped course.