



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c) (3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, where OWEA is represented by a State Executive Committee, staff professionals, four Sections with executive committees, and numerous ad hoc and standing committees, which perform a variety of functions for the organization, and

WHEREAS, the professional staff personnel may elect to further their education for the benefit of the OWEA and/or pursue a higher degree or certification, and

WHEREAS, a written policy and procedure is deemed appropriate to provide a means to reimburse the professional staff personnel for their educational expenses, and

WHEREAS, provide a means for the OWEA to recoup the monetary outlay of these expenses were the staff member to leave the employment of the OWEA either by choice or for cause and/or for failing to receive an acceptable grade point average in the educational pursuit where applicable

THEREFORE, OWEA has adopted the following policy and procedure for any educational reimbursement:

GENERAL FOR ALL EDUCATIONAL REIMBURSEMENT

The professional services personnel shall provide in writing, to the OWEA Board, their intentions to pursue a higher educational degree or their intention to pursue additional classroom credit and experience which will benefit their employment in OWEA. This is appropriate in the event that the employee is going to pursue reimbursement for this additional education. The President will determine whether the class work is deemed appropriate for submission for reimbursement.

The employee may be allowed to attend a class either in person or online during normal working hours at the sole discretion of the Board President.

The employee may submit a request with all necessary documentation and receipts for tuition reimbursement of up to and not to exceed \$3,000.00 annually including all fees, books and supplies.

The employee must maintain a mean classwork grade point average of "A" or better to qualify for tuition reimbursement of 100%. Grade scores of "B" average shall be reimbursed 75%, and "C" shall be 50%. The employee must submit their transcript of scores to the OWEA President for record purposes. Pluses or minuses on grade scores shall be ignored.

The employee shall remain with OWEA, in good terms and on good standing, for a period of not less than two (2) years after completion of the course work.

Should the employee leave within 2 years, he/she will be required to reimburse the OWEA up to 50% of the employees' tuition reimbursement in the event the person should leave the employment of OWEA or should obtain a standing of being on notice for deficiencies as deemed necessary and appropriate by the OWEA Board.



It should be noted that the educational reimbursement is considered to be part of the total compensation for employees and will be taken into account in yearly evaluations of salary, bonuses, and other compensations.

This policy and procedure may change based upon the availability of funds or anticipated needs of the organization.