

## Higher Ed Courses

### What is it?

- Utilities will pay for classes per semester for employees to attend college or trade school that is related to current position or associated with trades/positions within Utilities;
- To apply for education opportunities, employees must submit the course request form.

### What type of classes can I take?

- Employee may take university courses, community college courses, online courses, and professional development courses;
- This would also apply to training courses leading to a certification (such as NICET) or a license (such as electrician) related to their current division. Employee must provide evidence to supervisor of having passed prerequisite classes or show certificate of satisfactory completion to use this benefit in the future;
- Utilities will pay for employee testing needed per licensing or certification. If employee does not pass test, Utilities will not pay for the retest.

### Do the classes have to be related to my job?

- No, but classes must be associated with trades/positions within Utilities.

### Will textbooks or other related materials be covered?

- At the discretion of the associate director, textbooks or other materials will be considered on a case by case basis.

### Can I take the classes during working hours?

- Employees can use up to 3 hours of work time per week to attend the course or training. Additionally, employees will receive up to 30 minutes travel time each way;
- Courses taken during working hours must be scheduled through the employee's supervisor and will be dependant upon the needs of the business. For more information please refer to UEM Policy 5.12, [Taking Course Work During the Workday](#).

### Am I eligible?

- Employees must apply and be approved to receive the Utilities Educational Benefit prior to enrollment in the course;
- Employees must have no disciplinary action prior to application within the last six months;
- Employees last performance evaluation prior to application must be satisfactory or above;
- Approval required by Supervisor, Manager, and Assistant/Associate Director, and Executive Director; and
- Employee must have been employed with Utilities for at least six months.

### What are my responsibilities?

- Employee must complete the [course request form](#) with all expenses Utilities is covering.
- Employee must provide supervisor certificate or proof of course completion.