

Diego Martinez  
Professor Hartl  
Business Communications  
2/16/2023  
Week 5 assignment

### **8.13 Announcing a Tuition Reimbursement Program**

Your organization has decided to encourage employees to take courses by reimbursing each eligible employee a maximum of \$3,500 in tuition and fees during any one calendar year. Anyone who wants to participate in the program must apply before the first class meeting; the application must be signed by the employee's immediate supervisor. The Office of Human Resources will evaluate applications. That office has application forms; it also has catalogs from nearby schools and colleges.

The only courses employees may choose are those either related to the employee's current position (or to a position in the company that the employee might hold someday) or part of a job-related degree program. Again, the degree must be one that would help the employee's current position or that would qualify him or her for a promotion or transfer in the organization.

Page 284

Only tuition and fees are covered, not books or supplies. People whose applications are approved will be reimbursed when they have completed the course with a grade of C or better. An employee cannot be reimbursed until he or she submits a copy of the approved application, an official grade report, and a statement of the tuition paid. If someone is eligible for other financial aid (scholarship, veterans benefits), the company will pay tuition costs not covered by that aid as long as the employee does not receive more than \$3,500 and as long as the total tuition reimbursement does not exceed the actual cost of tuition and fees.

Part-time employees are not eligible; full-time employees must work at the company a year before they can apply to participate in the program.

Courses may be at any appropriate level (high school, college, or graduate). However, the Internal Revenue Service currently requires workers to pay tax on any reimbursement for graduate programs.

Undergraduate and basic education reimbursements of \$3,500 or less a year are not taxed.

As director of human resources, write an e-mail to all employees explaining this new benefit.

#### **Hints:**

- Pick an organization you know something about. What do its employees do? What courses or degrees might help them do their jobs better?
- How much education do employees already have? How do they feel

about formal schooling?

- The information in the problem is presented in a confusing order. Put related items together.
- The problem stresses the limits of the policy. Without changing the provisions, present them positively.
- How will having a better-educated workforce help the organization? Think about the challenges the organization faces, its competitive environment, and so forth.

Answer:

As per company's employee benefit, the company has taken a new initiative to benefit its dedicated employees by nurturing their career to a better level by means of higher education. All full time employees are encouraged to apply who look forward to excelling themselves in their respective functions and like to add more value to the company, by learning and then securing a better position in their domain. Company would be happy to see its employees more groomed, thus adding to value to the workplace and business both.

Hence, reimbursing would be approved to each eligible employee, completes the course with a grade of C or better, a maximum of \$3,500 in tuition and fees during any one calendar year. An employee needs to submit a copy of the approved application, an official grade report, and a statement of the tuition paid for the reimbursement. Since this facility is for all level of employees, courses may be at any appropriate level (high school, college, or graduate) can be pursued, subject to tax as per Internal Revenue Service norms.

To create a groundbreaking product/ service and expand business, well trained, well-educated workforce is required along with cutting edge equipment/ technology in the most modern facility. A skilled and trained workforce will make business more competitive and productive. Educated and diverse experienced employee candidates bring more knowledge on process operations, revenue generation, cost cutting, stream lining the whole process, fill present gaps in business and motivate other employees by creating a better ambience. It's all about more output and better efficiency.

In today's cutthroat competitive world, talented and motivated employees bring the change in terms of developing and using technology for betterment of businesses and people. Without a smart and workforce, sustainability can become a key issue.