



## Summary of Changes to the FMA Employee Handbook

Current		Proposed
Section	Description	Description
Section 3 QUICK REFERENCE TO KEY WEBSITES		List of websites updated to reflect current providers.
Section 4.11 ¶ 1 TUITION REIMBURSEMENT POLICIES	Such determination is made in the sole discretion of the Executive Director.	Such determination is made by the employee’s department Director and the Deputy Executive Director, with final authority the sole discretion of the Executive Director.
Section 4.11 ¶ 2 TUITION REIMBURSEMENT POLICIES	Employees interested in taking a course or coursework will submit their requests to their supervisor in advance of enrollment in the course if the employee plans to request reimbursement. Any reimbursement is subject to sufficient funds in the budget, as determined by the Deputy Director of Finance of FMA (the “Deputy Director of Finance”). Final approval must be granted by the Executive Director. If a course is subsidized by another source (e.g. scholarship, grant-in-aids, veteran’s educational payments), tuition payment under this policy is limited to those costs not covered by any other source or sources.	Employees interested in taking a course or coursework will submit their requests to their department Director in advance of enrollment in the course if the employee plans to request reimbursement. Any reimbursement is subject to sufficient funds in the budget, as determined by the Deputy Director of Finance of FMA. Approval must also be granted by the Deputy Executive Director with final approval granted by the Executive Director. If a course is subsidized by another source (e.g. scholarship, grant-in-aids, veteran’s educational payments), tuition payment under this policy is limited to those costs not covered by any other source or sources.
Section 4.11 ¶ 3 TUITION REIMBURSEMENT POLICIES	The FMA will reimburse up to the equivalent of one (3 credit) class per semester at the then-prevailing rate of Christopher Newport University – Off Campus, In-State, part-time rate.	The limit for reimbursement during the fiscal year will be equivalent to 9 credit hours multiplied by the then-prevailing rate of Christopher Newport University – Off Campus, In-State, part-time, undergraduate or graduate rate as applicable.