

POLICY #: 249	TITLE: Professional Development Reimbursement Policy
EFFECTIVE DATE: January 1, 2024	REVISED DATE: September 15, 2023
MANAGED BY: Operations	APPLIES TO: Staff
APPROVED BY: President & CEO	SIGNATURE: <i>Gretchen Guess</i>
<p>PURPOSE:</p> <p>Rasmuson Foundation recognizes that investing in the ongoing development of staff enhances organizational effectiveness and contributes to the achievement of our mission. The purpose of this policy is to provide opportunities for staff to acquire and enhance skills, knowledge and competencies relevant to their roles within the Foundation.</p>	
<p>POLICY:</p> <p>Eligibility Full-time permanent staff members are eligible for reimbursement for professional development costs that are approved by the organization.</p> <p>Types of Professional Development Professional Development activities may include, but are not limited to:</p> <ul style="list-style-type: none"> • Conferences, workshops and seminars • Courses, certifications and training programs • Webinars, online courses and e-learning modules • Professional memberships and subscriptions <p>Eligible Expenses It is the staff member's responsibility to seek out the courses and other training mediums that will enhance his or her career development and are in line with the Foundation's mission. Professional development can be obtained through attendance at seminars, educational courses or webinars, and some degree or certification programs that will assist the staff members in performing his or her essential job functions and increase the staff member's contribution to the organization. Internal Revenue Service (IRS) regulations require that there be a nexus between the professional development activity and a staff member's performance of essential job responsibilities.</p> <p>Due to IRS regulations, employees may not utilize professional development benefits for training or formal education that would qualify the individual for a new career field. Extracts from IRS publications are appended to this policy for additional guidance.</p> <p>Membership fees to professional organizations, subscriptions for scholarly journals, books and computer-based resources related to staff's duties at the Foundation are also eligible for reimbursement.</p> <p>Procedure</p>	

Staff must request permission from their immediate supervisor for review and approval to receive reimbursement for the desired training, coaching and/or other professional development resources. The request must include a description of the requested course, instruction, service or item, its job relevance, cost, dates, times of coursework and the name of the institution or source of training. Upon approval, staff may procure the desired professional development or subscription utilizing their Rasmuson-Foundation issued credit card.

Extent of Benefit and Potential Recovery

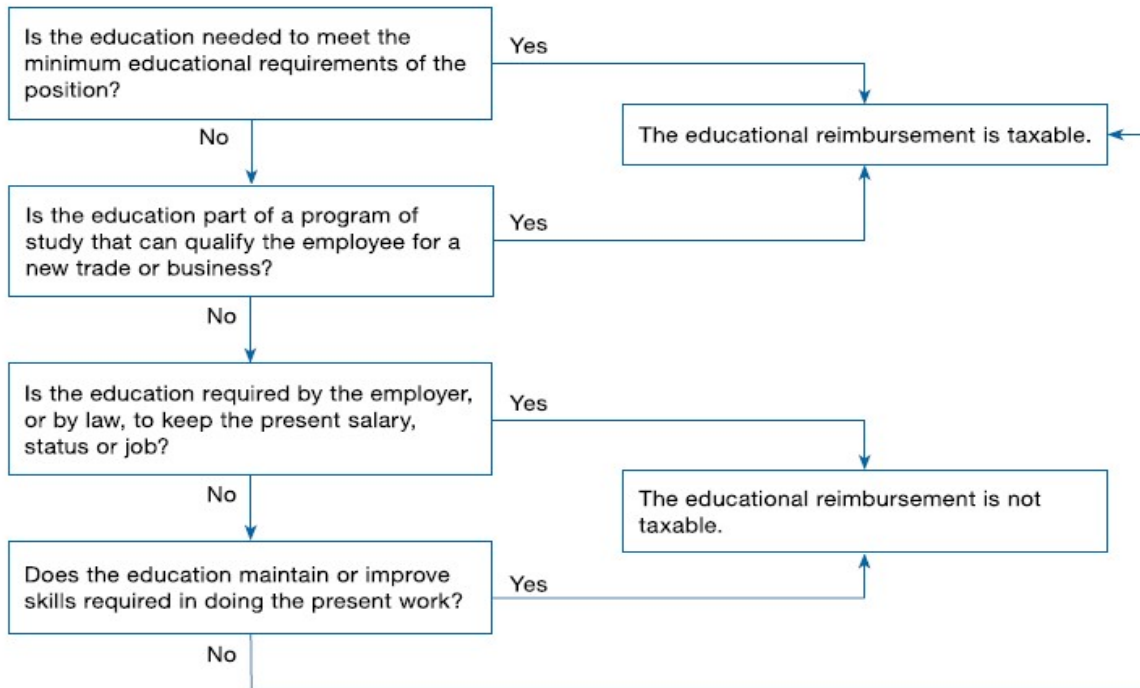
The maximum reimbursement amount will be \$5,000 per calendar year, which will be prorated for new employees in their first calendar year. The amount does not roll into the next calendar year; it is forfeited if unused. Note: this \$5,000 is cumulative of benefits received under this and the tuition assistance policy.

In a graded program where at least a “C” is received or a “pass” is received in a pass/fail course, staff is eligible for 100% costs paid by the Foundation. For grades less than a “C” or a fail in a pass/fail course, the Foundation may recover the costs it has paid on behalf of staff. If staff has experienced extenuating circumstances, staff may appeal to the President and Chief Executive Officer to avoid recovery.

RELATED POLICIES: Tuition Assistance

REVIEW PERIOD: The Foundation reserves the right to grant exceptions to this policy based on business needs. This policy will be reviewed annually, or as necessary for needed revisions.

Working Condition Educational Fringe Benefit - General Guide



Qualified Educational Assistance (Section 127)

Under an educational assistance plan, an employer may exclude up to \$5,250 paid or incurred on behalf of an employee from the wages of each employee, if certain requirements are met. The education may be at undergraduate or graduate level and is not required to be job-related. IRC Section 127

The following requirements apply for a qualified educational assistance plan:

- The employer must have a written plan.
- The plan may not offer other benefits that can be selected instead of education.
- Assistance does not exceed \$5,250 per calendar year for all employers of the employee combined.
- The plan must not discriminate in favor of highly compensated employees (generally, for 2020, those receiving \$130,000 or more). IRC Sections 127(a)(2) and 127(b)(2); Notice 2019-59 for 2020

Eligible Employees

Individuals who may qualify for the Section 127 benefit include current and laid off employees, employees retired or on disability, and certain self-employed individuals. Spouses or dependents of employees are not eligible. Treas. Reg. Section 1.127-2(h)

Educational Expenses

Educational expenses include tuition, books, supplies and equipment necessary for class.

Educational expenses do not include tools or supplies that the employee may keep after the course is completed; education involving sports, games, hobbies (unless job-related), meals, lodging or transportation. IRC Section 127(c)(1)

Comparison of Code Sections Covering Educational Assistance

The following table is for quick reference. For more information, see the relevant IRC Sections or [Publication 970](#).

Feature	Section 127 Qualified Educational Assistance	Section 132(d) Working Condition Fringe	Section 117(d) Qualified Tuition Reduction
Written plan required	Yes	No	No
Undergraduate courses covered	Yes	Yes	Yes
Graduate courses covered	Yes	Yes	No*
Must be job-related	No	Yes	No
Courses qualifying employee for new trade or business covered	Yes	No	Yes
Courses needed to meet minimum job requirements covered	Yes	No	Yes
Can discriminate in favor of highly compensated employees	No	Yes	No
Dollar limitation	\$5,250	No	No
Definition of employee includes:			
Current employees	Yes	Yes	Yes
Family members	No	No	Yes
Laid-off employees	Yes	No	No
Employees retired or on disability	Yes	No	Yes
Independent contractors	No	Yes	No
Educational expenses covered:			
Tuition	Yes	Yes	Yes
Books, supplies, equipment	Yes	Yes	No
Tools or supplies employee may keep	No	No	No
Education involving sports, games, hobbies	No**	No**	Yes
Meals, lodging or transportation	No	Yes	No

* See text for exceptions

** Yes, if specifically job related

Note: These are general rules.






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Final Audit Report

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