



**PORT HOUSTON**  
THE INTERNATIONAL PORT OF TEXAS™

## **Tuition Reimbursement Policy**

Port Authority provides financial support through tuition reimbursement for an employee's current or planned future role with Port Houston including undergraduate degree, graduate degree (including Executive MBA), individual business – related courses and professional certifications, Courses/ degree/certifications must be directly or reasonably related to an employee's present job or in line with a position that the employee can reasonably achieve as determined by the Port. Courses/Degrees/Certificates must not interfere with an employee's job responsibilities.

### **Employee Eligibility**

- Six (6) months of continuous employment with Port Authority
- Job/Maritime field related Courses/Degrees/Certifications
- Management approval
- Full-time, regularly scheduled to work 40 or more hours per week
- Performing at a satisfactory level and in good standing in the current role (meaning meeting all performance expectations and not on a corrective action)
- In an active status at the time of application

Note: Employee must maintain all eligibility criteria and remain in good standing to continue to be eligible for tuition assistance.

### **Required Approvals**

All Tuition Assistance applications require management approval and must be fully approved 30 days prior to the course start date or certification examination date to qualify for Tuition Reimbursement. An application is considered fully approved with approval from your department manager as well as the Employee Development & Engagement department.

### **Program/Course Eligibility & Maximum Benefit Per Calendar Year**

Eligible employees can take degree courses or an individual business – related course from an accredited institution of learning.

Tuition expenses are payable as follows:

Employees will be reimbursed 100% up to the Internal Revenue Code Section 127 limit for associated tuition, books and fees for courses receiving a passing grade of "C" or better for undergraduate courses and a "B" or better for graduate courses. The employee lifetime maximum for tuition reimbursement is \$25,000.

### **Minimum Grade Requirement for Tuition Reimbursement**

Eligible expenses include tuition, books and fees for courses receiving a passing grade of “C” or better for undergraduate courses, a “B” or better for graduate courses and a “Pass” in a Pass/Fail course examination to qualify for tuition reimbursement for each course/exam. Employees must submit all required grades within 90 days of course completion, as detailed in the Tuition Aid process.

### **Commitment**

All eligible employees who participate in this program will be required to sign an agreement stating that they will remain employed with the Port Authority for a period of (1) year after completion of the reimbursed course(s) for undergraduate studies or certification programs and for a period of (3) years for all graduate studies.

### **Repayment Obligation Upon Termination of Employment**

In the event the employee voluntarily leaves the Port Authority or is terminated for cause prior to fulfilling this commitment, the employee will be required to refund the full amount reimbursed to them by the Port Authority. Failure to repay tuition assistance will impact rehire eligibility.

\*Application forms and reimbursement claim forms regarding this program may be obtained from the SharePoint site or the Employee Development & Engagement department.