



## LFCC POLICY STATEMENT

Policy No: 40007

VCCS Policy No: 3.10

DHRM Policy No: 5.10

### EDUCATIONAL ASSISTANCE AND CONTINUOUS LEARNING POLICY Policy Statement

In accord with VCCS Policy 3.10, which establishes guidelines for the development of programs to support the educational and continuous learning goals of employees, and DHRM Policy 5.10, which seeks to support employees' pursuit of educational opportunities, enhance employees' current job performance, and improve their opportunities for advancement in their agencies:

Lord Fairfax Community College (LFCC) supports fair and equitable educational opportunities for employees to enhance job performance, professional growth, and career opportunities in support of our learning and performance values.

The President of Lord Fairfax Community College is authorized to provide educational assistance and continuous learning to members of the faculty and staff for professional development activities based upon budget appropriations. Educational assistance and continuous learning are neither a guaranteed benefit nor entitlement of employment at LFCC. Employees must meet established eligibility criteria and follow application procedures.

#### Definitions

Educational (tuition) assistance: financial support for approved job-related educational courses or the acquisition of degrees. Educational courses are offered by external institutions and may include other Virginia community colleges. The financial support shall consist of the cost of tuition and mandatory fees only.

Continuous learning: credit courses offered at LFCC to college employees at no cost, which may be job related or non-job related.

#### Procedures

See 40007P

**Responsible Office:** Human Resources

#### Institutional Responsibilities

The authority for interpretation of this policy and procedure rests with the chief human resources officer.

**Other Information**

This policy does not apply to non-credit classes. For further information on non-credit classes, such as workforce classes, please refer to [LFCC Professional Development](#) (non-credit courses)

[DHRM 5.10 Educational Assistance](#)

[DHRM 4.15 Educational Leave](#)

[VCCS 3.10 Educational Assistance and Continuous Learning Program Guidelines](#)

**Document History:**

*Approved: John Sygielski, September 1, 2005*

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*Revised: Kim Blosser, May 4, 2021*