

**ACADEMIC ASSISTANCE  
SUMMARY OF REVISIONS**

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6-4-2020

- Remove “improvement plan” on Page 2. Performance Improvement Plans (PIPs) are no longer a part of performance management policy.
- Replace “improvement plan” reference on Page 2 with “policy” to be consistent with language in performance management policy.

10-06-16

- Removed detailed information about academic leave to the Educational Leave Policy
- Changed probationary employees’ eligibility to participate in the program from “not less than three months” to “not less than six months” to agree with the NCVIP probationary period.
- Removed trainee and intermittent employees from the Eligibility Section.
- Updated Tax Status section from the Economic Growth and Tax Relief Reconciliation Act of 2001 to the American Taxpayer Relief Act of 2013.
- Rescinded the authority of each agency being able to establish their own policy.
- Outlined circumstances under which the AAP application can be accepted and approved after a class begins.
- Added two additional data gathering categories for the AAP year-end report:
  - (1) number of educational leave hours granted with pay and without pay, and
  - (2) number of extended educational leave hours granted with pay and without pay.

(Exception Case No. 02-07)

**1-1-03** Name changed to Academic Assistance and Revised to:

- Change name from Educational Assistance Program to reflect its focus upon programs offered by accredited academic sources.
- Include specific guidance on reimbursable expenses, extended leave situations, and policy implementation strategies.
- Address taxability of reimbursements and selective service registration for academic assistance recipients.

12-1-95

- Revised to include new IRS regulations.

8-1-95

- Changed the terminology to “permanent, probationary, trainee appointment” rather than “permanent, probationary, trainee employment.” In addition, “time-limited” appointment has been spelled out in the appropriate policies, whereas, in the past, this type of appointment was considered to be a type of “permanent” appointment.

7-1-85

- Revised to provide assistance with courses directly related to present job or field of work and changes in reimbursement.

12-1-78

- Revised – each agency may establish their policy.
- Maximum assistance allowed per employee of not more than 1 course per term and maximum reimbursement of \$80 per course with a maximum of
- \$320 per year. No reimbursement for books and supplies

9-13-74

- Changed to allow requests to be submitted through supervisory channels and approved by the Agency Head; not requiring approval by the Office of State Personnel.
- Old policy required eligibility to be on the basis of family income and number of dependents; changed to provide that employee is eligible for tuition refund regardless of income and dependents.
- Changed reimbursement from \$50 per academic term to \$80.
- Old policy required tuition refund to be approved by OSP; changed to allow agency personnel officer to approve.