

June 24, 2019

To: All Photon Sciences employees

From: Tom Padilla Human Resources Manager, Photon Sciences

Subject: Photon Sciences Directorate Tuition Reimbursement Policy (PSC Policy)

DMS/ICMS Ref: PSC-PPR-ADM-000-A082-000037

The Photon Sciences Directorate (PSC) has a long history of providing financial assistance to employees seeking continuing education.

However, due to tightening budgets, noteworthy growth in demand for educational assistance and the increasing costs of college education, the directorate is required to take a more measured approach to financial assistance going forward.

Accordingly, the following PSC policy is effective as of the date of this memo, noting applicable effective dates for individual policy points below. Furthermore, this policy serves as notification to PSC employees currently enrolled in degree or certificate programs.

PSC has established a maximum educational program reimbursement authorization per employee according to the following:

- A limit of two classes per trimester or semester for all programs, effective October 1, 2018
- \$8,000 per fiscal year for master or doctoral degree programs, effective October 1, 2019
- \$6,000 per fiscal year for bachelor degree programs effective October 1, 2019
- 100% reimbursement for certificate or associate degree programs (still limited at 2 classes per academic session as noted above), effective October 1, 2018
- A total overall reimbursement limit of \$25,000 for any one employee, effective October 1, 2018. This limit is inclusive of any Argonne educational assistance reimbursed expense e.g., books, fees, etc.

The PSC-PPR-ADM-000-A082-000037 policy is within the Argonne National Laboratory Educational Assistance policy, LMS-PROC-151. As stated in the Argonne Educational Assistance policy: "Approval of educational assistance for specific courses toward a degree or approval of a degree objective does not constitute a Laboratory commitment to provide educational assistance until program or degree completion."

Tuition assistance for bachelor, master, or doctoral degree programs will only be considered when related to career fields that have direct applicability to Photon Sciences' mission or operations. General studies programs at the associates or certificate level will be eligible for consideration, as these are often prerequisites into more specialized programs.

The PSC policy above is designed to strike a balance between our continued belief in the importance of continuing education and ongoing budget realities.

For further information regarding this announcement, please contact Tom Padilla, PSC HR Manager at tpadilla@anl.gov.

**Electronically Approved*

Tom Padilla

Human Resources Manager, Photon Sciences

Cc: S. Streiffer, R. Hettel, D. Mills, G. Srajer, J. Kerby, J. Connolly, J. Byrd, J. Lang, C. McGhee