Employee Tuition Reimbursement

PURPOSE

To establish requirements and procedures for the Tuition Reimbursement Fund for DPA employees.

A Tuition Reimbursement Fund has been created to assist DPA employees in attaining self-initiated education and training. This fund is to be utilized for long-term training and education efforts. For short-term training offerings, staff are encouraged to use their regional/unit tuition funds.

The Tuition Reimbursement Program supports employee development by providing partial or full reimbursement of tuition costs for courses or trainings related to current performance or planned career development goals.

Time off to attend educational pursuits should be negotiated with the employee’s supervisor. Workload demands and staffing levels will take priority over self-initiated training requests if the training is held during work hours. It is the intent that this program be as flexible as possible and the supervisor and employee are encouraged to explore all possible options to include flex-time and use of personal leave.

A tuition reimbursement review team will be created to review all requests for reimbursement. The review team will also be responsible for monitoring and recommending funding levels.

ELIGIBILITY REQUIREMENTS

To be eligible for tuition reimbursement, an employee must hold permanent job status (as opposed to Non-Perm) and have at least one year of employment with the Division. Courses and trainings eligible for reimbursement will be linked to the employee’s current position or will provide the employee with skills and knowledge that will assist them in progressing within the Agency. Employees that are receiving financial assistance from other sources that would DUPLICATE assistance (i.e. scholarships and grants) are not eligible for reimbursement.
The employee will complete an application form (addendum 1) along with a written statement to the review team supporting their request. This application must be submitted prior to the start date of the course/training.

Reimbursement for courses/trainings will be limited to course fees, tuition, books and other materials that are necessary for the completion of the course. Items not covered include but are not limited to: room and board, laboratory breakage fees, tutoring fees, auditing fees, late fees and transportation and parking.

Employees will be eligible to receive reimbursement up to $2,500 per fiscal year.

APPLICATION AND REIMBURSEMENT PROCESS

Employees wishing to take part in this program will need to complete an application form for every course or training for which they seek reimbursement. The employee’s supervisor should be part of the application process and they may sign the form as a support for the employee’s request. The employee will also write a 250-300 word letter to the review team which outlines the reasons why the course/training supports their current or future performance goals. The application for reimbursement shall be submitted prior to the start of class/training.

In addition to the DPA application, employees must also complete a DHSS “Training Certification and Agreement” form (P&P 202).

The review team will approve or deny all applications and determine the amount of the eligible reimbursement. In addition to reviewing the application and letter, they may contact the employee and/or the supervisor to obtain more information.

The review team will notify the employee of their decision and the amount that will be reimbursed. Reimbursement will not occur until after the successful completion of the course. The employee must retain all receipts and provide documentation of their grade. For undergraduate course work, the employee must attain at least a “C” grade. For graduate course work, the employee must attain at least a “B” grade. If the course/training does not offer a grade, documentation of successful completion will fulfill this requirement.

Once the class has been completed, the employee will submit the approval letter and all applicable receipts to the Training Manager in Staff Development and Training. The Training Manager will forward the receipts and a memo to Fiscal and request that a warrant be sent to the employee.

EMPLOYEE AGREEMENT

By accepting reimbursement funds from the Division, the employee agrees that if their employment with the State is terminated in less than two years after completion of training, unless termination is a result of death, prolonged illness, disability, or other circumstances
beyond the control of the employee, the employee will reimburse the State an amount of the itemized expenses in accordance with the following schedule:

1.) 100% if termination occurs before completing 6 months
2.) 75% if termination occurs after 6 months and before 12 months
3.) 50% if termination occurs after 12 months and before 18 months
4.) 25% if termination occurs after 18 months and before 24 months
5.) 0% if termination occurs after 2 years

The employee’s signature on the Training Certification and Agreement form allows the State to deduct from the employee’s final paycheck any monies owed.
APPLICATION

Before completing this application, it is important that you understand the guidelines of the Employee Tuition Reimbursement Program. If you need a copy of the guidelines, please contact Field Services at 269-7880 or Staff Development and Training at 269-7860 or visit the SD&T web site at http://dpaweb.hss.state.ak.us/training/.

Submit one application for each reimbursement request. (For example, if you are requesting reimbursement for two classes in one semester, submit one application with information about each course).

Return this application along with a written statement identifying how this training/education will benefit you in your current position or assist you in your professional development to the DPA Training Manager, 3601 C Street, Suite 814, Anchorage, AK 99503.

Name: ____________________________  Phone Number: ____________________________

Social Security Number: ____________________________

Course Title: ____________________________ (attach course description)

Sponsoring Organization or School: ____________________________

Have you received Tuition Assistance Benefits in the past? Yes: _____  No: _____

If yes, when?: ____________________________

Your signature below verifies that these statements are true:

• My current performance evaluation is at an “Acceptable” level or higher.
• I have been employed at DPA in a permanent position for at least one year.
• I receive no financial assistance from other sources that would duplicate this assistance.
• I have discussed career development and performance objectives with my supervisor.
• After completion of this education, I will send evidence of satisfactory completion (grades, transcripts) to the DPA Training Manager.

Print Name    Employee Signature    Date

Print Name    Supervisor’s Signature    Date