

## **702 Tuition Reimbursement**

*Effective Date: 4/23/2004*

*Revision Date:*

The Dept. of Commerce may financially assist employees who wish to improve their skills and competencies by enrolling in credit course work and training. Department-supported training programs and educational courses are intended to supplement (not take the place of) internal job training.

If Division budgets allow, Regular full-time employees may be eligible to receive 80% reimbursement of tuition fees (including laboratory fees and text books) to a maximum of \$1500 per biennium after their voluntary enrollment and proof of payment has been produced for a pre-approved, off-hours course of study.

To receive a tuition reimbursement the employee must:

- Have successfully completed the probationary period prior to registering for the class
- Have obtained prior written approval
- Be employed by the Dept. of Commerce at reimbursement time
- Not be receiving reimbursement from any other sources such as GI Bill, Vocational Rehabilitation, etc.
- Receive at least a C grade or the numerical equivalent of such grade.

Courses directly related to the employee's present job are eligible for 80% tuition reimbursement. Courses unrelated to the employee's present work are not eligible for reimbursement, unless the course is required to obtain a degree that is directly related to the employee's present job. Reimbursement shall not include late fees, travel costs, or general supplies.

Courses must be approved in advance of registration by the employee's Division Director and the Office Manager by completing the Department's tuition reimbursement form. These forms can be obtained from the fiscal staff.

Reimbursement of approved expenses will be made after proof of payment by the employee has been received. Claims for reimbursement must be submitted within 60 calendar days after the course has been completed.

Upon successful completion of the course, the employee shall submit a copy of the final grade to their Division Director with a summary of how the class assisted them in their career in the Department. If the final grade is not a "C" or better (also Pass or Satisfactory), the employee is responsible for reimbursing the Department for the tuition or other fees that were originally reimbursed.

An employee must maintain their current position, a similar position, or promoted position within the Department or within state government for a period of at least one year from the conclusion of the class. If an employee resigns or is terminated before that period, the employee will be responsible for reimbursing the Department for the tuition or other fees. Employees who must leave state employment for reasons beyond their control will be given special consideration on a case-by-case basis, with the final decision being made by the Commissioner.