

Agency: North Dakota Department of Transportation
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TUITION REIMBURSEMENT

Tuition reimbursement is intended to help regular full-time employees develop professionally, and personally, while they help the department attain its mission. Employees may attend courses which benefit the department in their present or for a future position. The degree program must be applicable to positions within the department. Employees while receiving tuition reimbursement assistance are not eligible for the NDDOT grant program.

Only tuition and fees are reimbursable. Costs such as books and transportation to and from classes are not reimbursable. Completion of the course with a final grade of "C" or higher, or "satisfactory," is necessary for reimbursement for undergraduate classes or "B" or better for graduate classes.

An employee can request reimbursement for a course completion only once. Reimbursement is contingent upon the appropriation and availability of funds. Employees in positions that require a degree will receive funding priority. Expenses for prior learning credits or auditing a course are the employee's responsibility and are not eligible for reimbursement.

Options for Reimbursement

Tuition reimbursement costs will be limited to the (resident) rates at in-state public school rates, on the following basis:

Reimbursement of 100 percent of technical school, correspondence course, on-line course, undergraduate, or graduate course tuition and fees is possible when the course is directly related to the type of work the employee is currently performing and the training equips the employee to better perform his or her present duties. Costs for unrelated graduate courses may not be reimbursed.

Reimbursement of 80 percent of course tuition and fees is possible when the course is not considered directly related to the work the employee is currently performing, but is a requirement toward the degree recommended in the individual's current classification specification. A degree plan, approved by the appropriate college staff representative, must be submitted to the Human Resources Division (HRD) with the application for

reimbursement (SFN 2577). The employee must identify the requirement on the degree plan that is being satisfied by the particular course.

Reimbursement of 80 percent of course tuition and fees is possible when the course is for future classifications within the department. The employee must identify the potential classification and explain the benefit of the course. A degree plan, approved by the appropriate college staff representative, must be submitted to HRD with the application for reimbursement (SFN 2577). The employee must identify the requirement on the degree plan that is being satisfied by the particular course. If pursuing a degree, it must be a requirement for that position.

Reimbursement of up to 50 percent of course tuition and fees is possible for courses not directly related to the work the employee is currently performing or for a future department position. To be eligible for 50 percent reimbursement, the course must be an elective required for the degree recommended in the individual's current classification specification or generally benefit the employee and the department.

Reimbursement of tuition for academic coursework leading to a Masters Degree will be 50 percent.

NDDOT must consider the degree or course work beneficial to the department for any tuition reimbursement.

Courses sponsored by private organizations (i.e., Dale Carnegie, Toastmasters, etc.) must be taken outside of normal working hours and are eligible for reimbursement of:

- a. 50 percent of the registration fee when the course is directly related to the type of work the employee is currently performing; or
- b. 25 percent of the registration fee when the employee can explain the benefit of the course to the department.

In applying for tuition reimbursement, an employee must indicate whether or not he or she is receiving aid from other sources. The department will reimburse the applicable percentage of the cost that is not covered by other aid (this does not include student loans).

All employees are eligible to apply to receive up to a total of \$10,000 as shown:

No more than \$4,000 if employed less than two years.
No more than \$7,000 if employed less than four years.
\$10,000 career maximum.

Maximum reimbursement eligibility continues throughout an employee's career with the department.

Attendance During Working Hours

An employee may attend no more than two courses per academic period during working hours when arrangements are made to insure his or her work does not fall behind. Supervisors accommodate this process by approving the employee's use of a "flextime" 40-hour work schedule. Additionally, the employee may choose to charge the time away from the job to annual leave.

Approval Process

All course requests for tuition and fee reimbursement must be approved prior to an employee's registration for the class. The approval process begins with the employee completing the Education Assistance Application (SFN 2577, front side). The employee will meet with his or her supervisor and get the Division Director's or District Engineer's approval. A course description must accompany the application. Applications should arrive at HRD at least two weeks prior to the course registration deadline. HRD will review the application and make a reservation of funds (in the accounting system) for the estimated amount of tuition and fee reimbursement for approved courses.

Claiming Reimbursement

Requests for reimbursement must be submitted and processed within the biennium that funds are obligated. The Request for Reimbursement (SFN 2577, backside) must arrive in HRD within sixty (60) calendar days after the last day of class. Requests arriving outside of these time frames will not be processed. A copy of the student's tuition and/or fee payment receipt, plus a copy of the student's final grade report must accompany the Request for Reimbursement form. HRD will process the request and verify the requirements for reimbursement are completed before preparing the claim for payment.

Catalogs and Bulletins

HRD maintains information about numerous universities, colleges, and regional technical schools. Catalogs and bulletins are available to employees for check out from the HRD training library.

<p>DISCLAIMER: North Dakota Department of Transportation (NDDOT) Personnel Policies are not intended as a contract of employment and do not constitute one. NDDOT may change, delete, suspend, or discontinue any policy or benefit described herein at any time with or without prior notice.</p>
