

CHR—APPENDIX 12-A Career-Related vs. Employer-Required Tuition Reimbursement: Comparisons

	Career-Related	Employer-Required
Definition	<p>Refer to applicable definition on the chart entitled "Requirements for UW-Madison Employee Career-Related Tuition Reimbursement. (CPO- Appendix 12-B)</p> <p>Courses must be taken for credit or certification.</p>	<p>Course/training that is required or directed by employer and is essential for job performance in current position.</p> <p>Classes do not have to be taken for credit.</p>
Eligibility	<p>Classified staff must have at least a 50% permanent or project appointment. <u>Under this policy</u> limited term employees, employees in training and student help are not eligible.</p>	<p>Determined by employing unit.</p>
Application Procedure	<p>Employee must complete the request form and obtain appropriate approvals prior to the beginning of the course/training. Form is then submitted for approval to Classified Human Resources (CHR) prior to employee attending the course/training and returned to the department for processing when course/training is completed. Tuition is reimbursed through the e-Reimbursement system, using the "Other Non-Travel" expense type. This prior approved form, proof of successful completion of course work, and a receipt for tuition payment must be included when the expense report is submitted to the department's e-Reimbursement approver. The approver must replace account code 3101 and enter the account code of 2180, 2181 or 2184 for all career related tuition reimbursements.</p>	<p>When employer ascertains that course/training is necessary in updating the skills as part of employment, a requisition (internal or external) must be completed and forwarded to Business Services for processing.</p> <p>The requisition must be completed before participation in training.</p>
Approvals Required	<p>Prior approval by: Supervisor Department/Dean and CHR</p> <p>Approval is "tentative" and only final after all approvals are acquired.</p>	<p>Prior approval by supervisor and department before required training begins. Approval is "tentative" and only final after all approvals are acquired.</p>
Tuition/fees	<p>Refer to CPO-Appendix 12-B for a list of contracts <u>that require reimbursement of tuition only or tuition plus fees. (See Application procedure above.)</u> Employees must pay the tuition (and fees if the applicable contract requires fee reimbursement). Reimbursement will be made upon successful completion of the course.</p>	<p>Employer pays all required training costs through requisition prior to the beginning of the course/training.</p>
Reimbursable Amount	<p>Refer to applicable section on the Requirement Summary Chart (CPO-Appendix 12-B); see columns "Percentage of Reimbursement" and "Funding Restrictions."</p>	<p>Employer pays 100% of costs.</p>

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<p>Course Limitations</p>	<p>Non-represented classified staff may take a single course per semester up to 5 credits. For represented classified staff, refer to Requirement Summary Chart (Appendix 12-B) for applicable bargaining unit.</p>	<p>Such courses required as part of employment should not be for personal enrichment.</p> <p>For represented employees, refer to applicable union contract.</p>
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