

Chapter 12- Education, Training, and Development

Career-Related vs. Employer-Required Tuition Reimbursement: Comparisons

| | Career-Related | Employer-Required |
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| Definition | <p>Undergraduate, graduate level, and professional development course(s)/training which will qualify employee for advancement. Courses for personal enrichment do not qualify.</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.</p> <p><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.</p> <p>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.</p> <p>Approval is "tentative" and only final after all approvals are acquired.</p> |
| Tuition/fees | <p>Employees must pay the tuition. <u>Reimbursement will be made upon successful completion of the course.</u></p> | <p>Employer pays all required training costs through requisition prior to the beginning of the course/training.</p> |

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| Reimbursable Amount | Employer pays up to 100% of tuition and fees. | Employer pays 100% of costs. |
| Course Limitations | Classified staff may take up to 2 courses per semester up to 6 credits. | Such courses required as part of employment should not be for personal enrichment. |