



Exempt Professional Development Program

Tuition Reimbursement policy

PURPOSE

The Exempt Professional Development Program (EPDP), authorized by Ohio Administrative Code 123:1-39-01 and governed by this policy, is designed to provide funding for professional development opportunities for exempt employees. This policy and procedures document should be referred to by employees wanting to attend college to receive a degree.

EMPLOYEE ELIGIBILITY

All full-time and part-time permanent employees of a participating agency, who are paid directly by warrant of the director of OBM and are exempt from collective bargaining, are eligible to participate if the following conditions are met:

- ▶ Employee is in active pay status, defined as not being on partial or full-time disability leave, workers' compensation leave, administrative leave or other leave of absence at the time of application and/or beginning of the program.
- ▶ Employee has at least six months of current, uninterrupted service as a State of Ohio employee.
- ▶ Employee is still employed by the State of Ohio when final reimbursement paperwork is submitted.
- ▶ Employees who separate employment due to a layoff and who were pre-approved to receive reimbursement will be reimbursed if all other requirements are met.

ASSISTANCE AMOUNT

Full-time, permanent employees are eligible to receive a maximum of \$3,000 per fiscal year, and parttime, permanent employees are eligible to receive a maximum of \$1,500 per fiscal year for tuition reimbursement. Disbursement of funds is contingent upon the availability of funds.

ELIGIBLE COURSES

For a course to qualify for tuition reimbursement, it must meet the following criteria:

- ▶ Provide academic college credit.
- ▶ Provide knowledge and/or skills, which could reasonably be expected to relate to any of the major job classifications currently used in the State of Ohio.
- ▶ Electives and prerequisites that are part of an approved degree program are eligible for reimbursement.
- ▶ Courses must be taken at an accredited college or university. Accreditation information can be found at <http://ope.ed.gov/accreditation/Search.aspx>.

NOTE: Distance education courses, which provide college credit and are taken at an approved institution, are covered.

APPLICATIONS

Applications for tuition reimbursement must be submitted via email for pre-approval ten (10) business days prior to the beginning of the course(s) to ensure the availability of funds. After December 1, 2008, all applications MUST be submitted via email to epdp@das.state.oh.us; no applications will be accepted via standard mail, fax, or in paper form. Please contact our office if you require a reasonable accommodation. Additionally, a direct deposit form should be completed and returned directly to the Office of Budget. The form and instructions may be found at 'myder' on the Shared Services website.



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REIMBURSEMENT AMOUNT DETERMINATION FOR TUITION REIMBURSEMENT

ELIGIBLE EXPENSES: Reimbursement will only be provided for tuition, lab fees, and technology fees.

INELIGIBLE EXPENSES: Reimbursement is not available for books, application fees, registration fees, graduation fees, parking fees, flight instruction airtime fees, and other related expenses. Additionally, reimbursement is not available for scholarships, grants or courses for which an agency has paid.

The reimbursement amount will be based upon the grade earned for each approved course. Therefore, if reimbursement is requested for multiple courses, a cost per course must be provided. Reimbursement will be as follows:

- ▶ 100% for an A, B, C or passing/satisfactory grade
- ▶ No reimbursement will be given for D or F or failing grade

TUITION REIMBURSEMENT PROCEDURE

Reimbursement must be requested within 30 business days of the conclusion of the course. Scanning and emailing the documents (epdp@das.state.oh.us) is required.

Upon completion of the education program, the employee must submit legible copies of the following:

- ▶ Copy of an official college/university invoice or statement indicating fee charges and payment in full for the quarter/semester that has been pre-approved. The invoice must contain the school's name and address. Copies of canceled checks and credit card receipts will not be accepted. Please ensure that this document does not contain a social security number or any financial data.
- ▶ Copy of official college/university documentation indicating the student's name, school term, course name, and course grade for the term corresponding to the institution invoice statement. Electronic grade documentation is sufficient if it is from the registrar of the institution. If this document contains your social security number please redact it before submission.

A pre-approved application form must be on file with the EPDP office in order to receive reimbursement.

Note: Documents must be submitted electronically. Copying documents into a Word file, scanning or converting documents into a PDF are all acceptable practices.

AMENDMENTS TO ORIGINAL APPLICATION

If coursework and/or scheduling problems occur, and changes need to be made, amendments may be submitted. To submit an amendment, re-submit the application with the new information (course change, etc.) and indicate that it is an amendment. In the text of the email, outline the specific change to the original application. The amendment must be received within 30 days after the beginning of the course. For amendments that add to the cost of the original request (i.e. adding an additional course), approval will be contingent upon available funds for the employee and the program.

APPEAL

Any employee who has been denied approval for use of EPDP funds or reimbursement may appeal to the administrator of the Department of Administrative Services' Human Resources Division, Office of Learning and Professional Development. If the appeal is denied by the administrator the employee may appeal to the deputy director of the Department of Administrative Services' Human Resources Division. The deputy director's decision will be final.