



State of Ohio Administrative Policy

No:

Human Resources
HR-35

Effective:

July 1, 2013

Employee Development Funds for the
Ohio State Troopers Association

Issued By:

Robert Blair, Director

1.0 Purpose

To administer the Employee Development Funds program for qualifying Ohio State Troopers Association (OSTA) employees in Bargaining Units 1 and 15 pursuant to Section 37.04 of the collective bargaining agreement and governed by this policy.

2.0 Policy

The State of Ohio and OSTA mutually recognize the benefit of continued education and training for professional growth and development through participation in coursework that provides academic college credit; continuing education activities, including attendance at professional conferences, seminars, and workshops; enrollment in educational programs; maintaining licensure and certification; and by obtaining continuing education units (CEUs) required in many disciplines. Financial assistance is on a reimbursement basis only.

2.1 **Employee Eligibility:** To be eligible for reimbursement from this fund, the employee must:

- be an employee in Bargaining Unit 1 or 15, represented by OSTA;
- be paid directly by warrant of the director of the Office of Budget and Management;
- be in an active pay status defined as not being on partial or full-time disability leave, workers' compensation leave, administrative leave or other leave of absence except approved education leave at the beginning of the educational activity; and,
- still be employed by the State of Ohio when the final reimbursement paperwork is submitted.

2.1.1 Employees who separate employment due to a layoff and who were preapproved and started the class/event will be reimbursed if all other requirements are met.

2.2 **Eligible Courses and Events:** Courses and events for which employees may seek reimbursement are expected to provide knowledge and/or skills, which could reasonably be expected to relate to any of the major job classifications currently used by the State of Ohio. These major job classifications are listed in the Classification Specifications Manual that is posted on the Department of Administrative Services (DAS), Human Resources Division, Workforce Administration web page at the link below.

<http://das.ohio.gov/Divisions/HumanResources/TalentManagement/ClassificationandCompensation/ClassificationSpecifications.aspx>

2.2.1 **Tuition Reimbursement**

To be eligible for tuition reimbursement, all of the following criteria must be met:

- Coursework must provide academic college credit.
- Coursework, including distance education courses or other online courses, must be:
 - provided by an accredited college or university named in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs located at <http://ope.ed.gov/accreditation/Search.aspx>.
- If grades are given, the employee must attain a "C" or better, or receive a "pass" if a pass/fail course.
- Electives and prerequisites must be part of a degree program.
- An online course must be completed within eighteen (18) months of the start date.

2.2.2 **Reimbursement for Professional Development Events**

To be eligible for reimbursement, events must be one of the following:

- Seminars, workshops or conferences that are job related unless otherwise approved by management and indicated by signature;
- Courses preparing for or leading to licensure or certification;
- Courses offering continuing education units required to maintain licensure in many disciplines;

- Work skills or computer/technical skills training; or
- An online course that offers continuing education units (CEUs) or a certificate of completion and is completed within eighteen (18) months of the start date.

2.2.3 Participants may not use reimbursement for the exact same event more than once per fiscal year.

2.3 Reimbursement Eligibility and Limits:

2.3.1 Subject to the limitations of the OSTA Units 1 and 15 Fund, each employee has a limit of \$7,500 for tuition reimbursement in any one fiscal year, of which a total of \$5,000 may be used for seminars, workshops or conferences. If an employee uses more than the allotted amount and monies remain in the fund at June 1, the employee may submit an additional request for reimbursement on a first come, first serve basis. If no monies remain at June 1, the employee may submit the fees for reimbursement the following fiscal year.

2.3.2 The cost of books associated with an approved course is eligible for reimbursement. Taxes or fees for shipping and handling are not eligible for reimbursement.

2.3.3 The funds are encumbered in the same fiscal year as the start date of the course or event regardless of when reimbursement is requested or when preapproval is received.

2.3.4 Disbursement of funds is contingent on the availability of funds.

2.3.5 The employee's status (e.g. OSTA employee, exempt, etc.) on the date the request is submitted determines the fund from which the reimbursement will come.

- If an employee submits a preapproval request, the employee's funding limit is based on the employee's current employee status (e.g. OSTA employee, exempt, etc.) as of the preapproval request submittal date.
- When the employee submits an application and reimbursement request simultaneously, the employee's funding limit is based on the employee's current employee status as of the application and reimbursement request submittal date.

2.4 Expenses that are not eligible for reimbursement, include but are not limited to:

- Any non-instructional fees (e.g. application fees, registration fees, drop or late fees, graduation fees, parking fees, non-instructional field trips, flight instruction airtime fees, and other related expenses)

- Travel expenses (e.g. parking, travel, food or lodging expenses)
- Fees for licenses or certifications, testing or examination fees
- Hardware or commercial software fees
- Equipment
- Memberships
- Subscriptions for periodicals or software
- Reimbursement is not available for courses or events that are completely paid for by scholarship, grants or agencies.

2.5 Application Preapproval:

- 2.5.1 To determine in advance whether a program qualifies for reimbursement, employees **may** submit their *EDF Application for Reimbursement* early. Pre-approval of applications for tuition reimbursement and event reimbursement is **optional**.
- 2.5.2 For an application to be pre-approved, it must be entered into the online EDF application system before the course/event start date.
- 2.5.3 For courses or events that begin in the next fiscal year, employees cannot submit their application before **May 1** of the current fiscal year.
- 2.5.4 If the pre-approved course or event is cancelled or rescheduled more than thirty (30) business days from the original scheduled date, the application pre-approval is void. Pre-approved applications cannot be transferred to a different course or event.
- 2.5.5 Employees must submit reimbursement documents within **sixty (60) calendar days** from the end date of the course or event or the preapproval will expire and the encumbered funds returned to the employee's fund account.

2.6 Application for Reimbursement:

- 2.6.1 Unless otherwise noted, employees shall apply for reimbursement within **sixty (60) calendar days** of the completion of the course or event, including preapproved courses and events. Employees shall provide the following documentation:
- A completed online *EDF Application for Reimbursement* form (unless the form was previously submitted and the course/event was preapproved)

- Proof of cost of activity
- Proof of payment of activity cost
- Proof of attendance
 - For tuition reimbursement, proof of attendance must be the grade received, including pass/fail. Electronic grade documentation is sufficient if it is from the registrar of the institution.

Please refer to the EDF Reimbursement checklist, <http://das.ohio.gov/LinkClick.aspx?fileticket=5R6xysTwCpE%3d&tabid=733>, for explanations and examples of the required documentation.

- 2.6.2 The Office of Learning and Professional Development staff may request additional documentation, if needed, such as a brochure or other description of the course or event.
- 2.6.3 All complete and accurate applications, including applications that are submitted for preapproval, will be approved on a first come, first serve basis provided funds are available.
- 2.6.4 If an employee submits an application that is incomplete or has errors, the employee will be notified via email and offered an opportunity to correct the problem. The email will explain what information is missing and will indicate that the application will be denied until the missing information is provided or any errors are corrected.
- 2.6.5 Once a complete and accurate application has been submitted, DAS will make every effort to respond within 72 hours.

2.7 **Reimbursement:**

Reimbursement will be included in the employee's biweekly paycheck.

2.8 **Appeal of Decision:**

- 2.8.1 Any employee who has been denied approval for use of EDF funds or reimbursement may appeal to the manager of the Employee Development Fund. An appeal form is available on the EDF website. If the appeal is denied by the manager, 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.
- 2.8.2 Any grievance involving the denial of reimbursement for the OSTA Units 1 and 15 Fund should be sent to DAS/Office of Collective Bargaining for review.

3.0 Authority

ORC § 124.86; Section 37.04 of the Collective Bargaining Agreement between the State of Ohio and the Ohio State Troopers Association (effective July 1, 2012 through June 30, 2015)

This policy supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

4.0 Revision History

| Date | Description of Change |
|------------|--------------------------|
| 07/01/2013 | Last issue date. |
| 07/01/2014 | Scheduled policy review. |

5.0 Inquiries

Inquiries regarding the Tuition Reimbursement, Seminar and Conference Fund may be directed to the employee's union steward, Labor Relations Coordinator or the Employee Development Funds staff.

Office of Learning and Professional Development
Ohio Department of Administrative Services
30 East Broad Street, 27th Floor
Columbus, Ohio 43215

614.387.6183 | dashrd.trainingstaff@das.ohio.gov

State of Ohio Administrative Policies may be found online at
www.das.ohio.gov/forStateAgencies/Policies.aspx

Appendix A - Resources

| Document Name |
|---------------------------------------------------------------------------------------------------|
| The online application system may be accessed at edf.ohio.gov . |