

ARIZONA DEPARTMENT OF ADMINISTRATION

Policies and Procedures

Subject: Tuition Reimbursement
Responsible Division: Human Resources

Issued: January 1, 2005
Revised: July 16, 2007

PURPOSE:

1. The provision of educational and career development training opportunities is regarded as a partnership between Arizona Department of Administration (ADOA) and its employees. ADOA provides funds, when available, and employees invest their time and effort. This partnership is established to develop the workforce.
2. Create a department culture that supports employees' development.
3. Provide financial assistance to all eligible ADOA employees in pursuing personal and professional growth in a fair and equitable manner.
4. Improve employee satisfaction, hiring and retention.

POLICY:

It is the policy of the Arizona Department of Administration (ADOA) to assist employees in developing their abilities to perform their jobs or to qualify for subsequent steps in their career paths within the State of Arizona.

RESPONSIBILITY:

The Director has delegated to the Assistant Directors final authority for approval of Tuition Reimbursement Program requests.

PROCEDURES:

1. Eligibility
 - a. Applicants must be full time employees. Full time employees hired as a limited status employee may be approved at the discretion of the Assistant Director.
 - b. Courses must be offered by an accredited college, university, technical school or correspondence school. Courses that are offered

by such accredited institutions through distance learning are acceptable.

- c. Contingent upon availability of funds, the ADOA will pay for courses that present a reasonable correlation with the employee's career path or career aspiration within the State of Arizona.
- d. If the employee stays with ADOA less than twelve months after completing the course, the employee will repay course expenses that were reimbursed to the employee on a pro-rated basis. Each division is responsible for monitoring its employees. If an employee leaves ADOA prior to the end of this twelve-month period, the Assistant Director will send a copy of the Tuition Reimbursement Program agreement with the final time sheet and a memo explaining the amount of money to be withheld from the departing employee's paycheck to the General Accounting Office.
- e. Courses must be taken during the employee's off-duty hours or during periods of approved leave. Consideration may be given to the following, provided the arrangement does not impair delivery of services or attainment of work objectives:
 - 1) An adjusted work week;
 - 2) Voluntary use of compensatory or annual leave;
 - 3) Educational leave (see Personnel Rule R2-5-408).

NOTE: No compensatory leave accrual or overtime compensation will be granted for voluntary courses taken in off-duty hours.

2. Cost Sharing

- a. To encourage wide participation in the program, the department will reimburse the equivalent of up to a maximum of six college credit hours per semester or equivalent not to exceed 18 credit hours per academic year at a rate per credit hour which is equal to or less than that charged by Arizona's public universities. Amount reimbursed shall not exceed \$5,250 per employee per fiscal year.
- b. No other costs or fees, such as text books or lab fees will be reimbursed.
- c. To maximize use of tuition funds, employees must consider obtaining instruction at the lowest possible cost to the State. Employees are encouraged to satisfy transferable general education requirements at the community college level before taking classes at the university level.

- d. Payment for tuition assistance will be coordinated with any other external educational benefits for which the employee may be eligible. Employees eligible for veteran's educational assistance, federal or state scholarships, and private scholarships or grants may receive tuition assistance payments from ADOA only if outside benefits and/or scholarships/grants are not paid or are insufficient to cover the full cost of the educational or career development course(s)

3. Application and Payment Process

- a. To participate in the tuition reimbursement program, an application must be made on Form SASD-03, Tuition Reimbursement Program, prior to registering for the course. The employee should submit the course description from the school catalog and current fee schedule with the application, to the employee's supervisor. The course syllabus may be requested
- b. The supervisor will send a recommendation to the Assistant Director of the division. The application will be returned to the employee with a notation of approval or disapproval within 10 working days. If the application is disapproved, an explanation will be included.
- c. Tuition reimbursement will occur after completion of the course. When requesting reimbursement by the date specified on the application (usually four weeks after the course ends), the employee will submit through his supervisor:
 - 1) The original approved application;
 - 2) An itemized receipt;
 - 3) Proof of completion of the course with a grade of "C" or better at the undergraduate level or a "B" or better at the graduate level. If the class is set up at a pass/fail level, proof of a passing status must be submitted.
- d. Funding is to be set aside by ADOA specifically for funding of the Tuition Reimbursement Program

ARIZONA DEPARTMENT OF ADMINISTRATION TUITION REIMBURSEMENT PROGRAM

- INSTRUCTIONS: Send original form to your first line supervisor

APPLICATION

Date of Application:

Name:	Position Title:	Work Phone No.
Dept. Division, Section:	Date Course Begins:	Date Course Ends:
Course Title & Number	Instructor:	Course Meets (Day & Time)
School Name:	School Address:	Tuition/Registration Fee

Explain how this course will help in your current position or in the next step in your career path within your State of Arizona employment.

AGREEMENT

By this date _____, I agree to submit proof of completion of the course with a grade of "C" or better for undergraduate and "B" or better for graduate level courses.

I certify that I will not receive funds for this course from any other source.

If I fail to submit proof of completion or leave ADOA prior to twelve months after completing this course, I authorize the Department to withhold fund from my paycheck to reimburse the department for educational expenses.

Signature Date

(Attach course description and fee schedule from course catalog.)

APPROVAL

SUPERVISOR:

Approve

Disapprove (Reason must be explained)

Comments:

Signature

Date

ASSISTANT DIRECTOR

Approve

Disapprove (Reason must be explained)

Comments:

Signature

Date