



DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES

220 Education Assistance

Effective: June 17, 2008

Revised: May 1, 2018

References: [DHRM Rule R477-10-5](#)

Purpose:

This policy provides information relative to educational assistance that may be offered to employees within the Department of Administrative Services (DAS). DAS recognizes the value of educational improvement and encourages employee career and competency-based development through education. To assist, DAS offers an educational assistance program to eligible employees, in accordance with the provisions of the referenced DHRM Rule. This policy identifies eligibility criteria as well as the extent of educational assistance that can be offered to an eligible employee, and it limits the amount of educational assistance which can be granted in one calendar year. Also identified are employee responsibilities associated with the use of this program and procedures for requesting educational assistance.

Policy:

1. Career service full-time employees who have completed the probationary period and are not currently on a performance improvement plan (PIP) or currently under any disciplinary action are eligible for education assistance. Any exception to eligible employees must be approved by the Division Director and the Executive Director or the Executive Director's designee.
2. The employee requesting educational assistance shall submit form F220A, *Education Assistance Agreement*, to their Division Director or Office Coordinator for approval. All Education Assistance contracts must be approved by the Executive Director or the Executive Director's designee. All approvals must be received *prior* to enrolling in a course or program for which reimbursement is sought. Payment advances for coursework are not permitted. A new contract is required for each semester, each class, or each program for which the employee requests education assistance.
3. The employee must successfully complete the course to be eligible for reimbursement. Successful completion is considered to be attainment of a grade of "C" or above for undergraduate work, and a grade of "B" or above for graduate work. In the case of "pass/fail" courses, the employee must achieve a grade of "pass".



4. The employee participating in an educational program for which assistance has been approved in accordance with the provisions of this policy shall receive reimbursement based on the following criteria:

Condition	Reimbursement
Employer requires education for current employee position	100% reimbursement of tuition and books
Employee seeks education or training to be eligible for another position within DAS	Up to 75% reimbursement of tuition, not to exceed \$10,000 in a calendar year; no book reimbursement
Employee seeks education or training for a position not related to positions within DAS	Up to 50% reimbursement of tuition, not to exceed \$10,000 in a calendar year; no book reimbursement

5. The employee seeking reimbursement understands and agrees that reimbursement amounts exceeding \$5,250 in any calendar year will be taxed as additional income per IRS requirements.
6. Flex time may be granted to the employee if a class is taught only during times when the employee is scheduled to work. Whenever possible, employees should attend classes during non-working hours.
7. To receive reimbursement, the employee must submit the following paperwork to the employee's division director/coordinator within 60 days of successful completion of the course:
 - a. A completed and signed form F220A, *Education Assistance Agreement*, with all necessary signatures and calculated reimbursement amounts;
 - b. A completed and signed form FI 45 AR, which is provided by the Division of Finance, with all necessary signatures and calculated reimbursement amounts;
 - c. An official receipt showing that the tuition and other fees directly associated with and required by the course were paid for by the employee;
 - d. An official record or transcript of grades showing that the employee successfully completed the course.
8. If the amount to be reimbursed is less than the amount listed on the initial contract, the amount will be reimbursed based on the actual costs as confirmed by receipts received. If the amount is greater than the amount listed on the initial contract, an amended contract is required with the greater amounts listed. Reimbursement will then be based on the receipts received.
9. An employee who voluntarily terminates from DAS employment within 24 months of accepting reimbursement for educational assistance, shall reimburse the state the amount of money received in educational assistance over the previous 24 months. Full payment should be made to the State within 30 days after which time the debt will be turned over to the Office of State Debt Collection.



10. Reimbursement will be made only for that portion of tuition that is not reimbursed by other sources e.g. scholarships, grants, faculty reductions, grants in aid, GI Bill, etc.
11. There is no given or implied guarantee of a position advancement or salary increase for completion of all or part of an educational curriculum. However, a Division Director may recommend a salary increase, using the agency ASI process, or an incentive award (see policy 210, *Compensation*).