

**DAVID LAWRENCE CENTERS
OPERATIONAL PROCEDURE**

SUBJECT: Reimbursement for Continuing Education	CATALOG NUMBER: ADM-175
AREA: Human Resources / Staff Development	APPLIES TO: Full-time and Part-time Staff
PURPOSE: To outline the process for staff members to receive reimbursement for the cost of approved continuing education opportunities.	

PROCEDURE:

1.0 CONTINUING EDUCATION REIMBURSEMENT

- 1.1 Depending upon the cost, DLC will reimburse employees up to the approved amount of reimbursement of approved college level courses. Upon approval by the employee's supervisor, employee is to contact Human Resources for assistance and guidance in preparing and submitting an **Application for Continuing Education form (FRMADM-175A)**. Applications are available on the home page in e3. Participation in the educational program may be either:
- 1.1.1 In response to a supervisor's recommendation or
 - 1.1.2 An employee's desire to obtain a degree. The curriculum must be directly related to their current position and the knowledge gained beneficial to DLC.
- 1.2 All applications are subject to approval prior to registering for classes by:
- 1.2.1 Employee's Supervisor
 - 1.2.2 Department Director
 - 1.2.3 Human Resources
 - 1.2.4 Executive Management
- 1.3 To request reimbursement for approved courses, a **Request for Continuing Educational Reimbursement form (FRMADM-175B)** must be submitted to Human Resources prior to the commencement of the course by the employee along with each course description and documentation of tuition and fees from the college or university. This ensures that: (a) employee is eligible; (b) the course fulfills the requirements of the approved program; and (c) all required documentation will be provided. Request forms are available on the home page in e3. All requests are subject to approval by:
- 1.3.1 Human Resources
 - 1.3.2 Employee's Supervisor
 - 1.3.3 Department Director
 - 1.3.4 Accounting/Payroll

Approved reimbursements are not subject to payroll taxes, however, they are processed through the DLC payroll system and paid along with an employee's pay through a bi-weekly direct deposit of payroll. Employees should allow up to thirty days from origination of the reimbursement request for the deposit of the reimbursement to be made to their account.

- 1.4 Employees may attend courses at either a state or private university or college. DLC will reimburse the cost of tuition and fees up to a maximum allowable amount per year but no more than state university rates in effect at that time for either undergraduate or graduate studies.
 - 1.4.1 Undergraduate Studies: Upon completion of a course, reimbursement will be provided upon submission and approval of a reimbursement request along with proper documentation of cost and attainment of a grade of "C" or better. Alternatively, 50% of the cost can be disbursed upon course registration upon completion and approval of a reimbursement request with the remaining 50% disbursed upon completion of the course and approval of a second request for reimbursement, including documentation of official grades. Tuition Reimbursement will not exceed \$3,000 per calendar year.
 - 1.4.2 Graduate Studies (Including Doctoral/PhD.): Same as undergraduate studies per 1.4.1, however employee must attain a grade of "B" or better and reimbursements will not exceed \$5,000 per calendar year.
 - 1.4.3 Failure to Obtain Minimum Grade: Should an employee fail to report or not obtain the minimum grade as outlined in 1.4.1 or 1.4.2 above, monies paid to the employee for the course will be immediately due and payable to DLC.
- 1.5 For part-time employees, the Continuing Education benefit will be based upon a ratio of part-time hours to full-time hours, as determined by Human Resources. PRN and Consulting staff are not eligible.
- 1.6 **To be eligible to apply for Continuing Education:**
 - 1.6.1 A new employee must complete their initial employment period prior to completing an Application for Continuing Education. In order to be eligible for reimbursement for specific courses, an employee must be (a) deemed to be meeting expectations per the employee's most recent competency evaluation; and (b) in good standing (i.e., no counseling statements within previous three months and current on all mandatory training and immunization requirements).
 - 1.6.2 Staff must have no corrective actions in effect for a minimum of 90 days.

1.6.3 Staff must be up to date on all training and immunizations.

- 1.7 As a part of the Application for Continuing Education, employees agree to continue working as an employee of DLC for two years beginning from the date each course is completed. Should an employee's employment with DLC terminate for any reason within two years of the completion of any course, reimbursements for those courses will be immediately due and payable to DLC. Should an employee be on an extended leave lasting more than six weeks, at the discretion of Human Resources, the commitment period can be lengthened by the amount of leave. Upon termination, reimbursement requests will be reviewed by Human Resources and the amount owed may be prorated depending upon the amount of time between the last class and your termination date. Any reimbursement received for courses completed within the last two years will be deducted from the employee's final pay or, if necessary, a repayment agreement will be executed between Human Resources and the employee.
- 1.8 The **Application for Continuing Education** will be placed with the employee's file in Human Resources. Each **Request for Educational Reimbursement** form will be retained in both the employee's file in Human Resources and in Accounting.

Associated Forms:

[FRMADM-175A Application for Continuing Education](#)

[FRMADM-175B Request for Educational Reimbursement](#)

Signatures on file

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