

## TUITION REIMBURSEMENT, SEMINAR AND CONFERENCE FUND

For employees of Bargaining Units 11 and 12  
Administered by the DAS/Human Resources Division  
Pursuant to Articles 23 of Union Agreements

### I. Policy Review

The State of Ohio, the Ohio Health Care Employees Union, District 1199 recognize that certain benefits accrue both to the agencies and to their employees through participation in continuing education activities, including attendance at professional conferences, seminars, workshops, and enrollment in educational programs, by maintaining licensure and certification, and by obtaining continuing education units (CEU's) required in many disciplines.

### II. Employee Eligibility

All Employees of Bargaining Units 11 and 12 who have completed their initial probationary period and who are in an active pay status or who have completed their initial probationary period and are on an approved education leave are eligible to receive reimbursement for fees and expenses (excluding travel) for attendance at seminars, workshops and conferences and for tuition reimbursement.

(NOTE: THIS FUND DOES NOT PAY FOR – PARKING, TRAVEL, FOOD OR LODGING EXPENSES. EMPLOYEES MAY APPLY TO THEIR AGENCY FOR TRAVEL REIMBURSEMENT PURSUANT TO ARTICLE 21)

In agencies where a tuition reimbursement, seminar or conference fund exists, employees must apply first to that fund. Requests to attend seminars, workshops and conferences, or for tuition reimbursement shall not be unreasonably delayed by the agencies. When these funds are no longer available or do not exist the employees may apply to this fund for reimbursement.

### III. Types of Programs

- A. Tuition reimbursement for fees and expenses may be requested from any of the following: accredited degree granting college or university; continuing education programs; accredited correspondence schools seminar, conferences or workshops.

(Note: An employee receiving tuition reimbursement for any of the above must agree that if the employee voluntarily terminates state employment within nine months after completing coursework for which the employee had been reimbursed from the fund, the amount of the reimbursement shall be repaid to the State of Ohio.)

- B. Reimbursement for fees and expenses may be requested for attendance at seminars, conferences and workshops

- C. Reimbursement for fees and expenses for attendance at seminar, conferences, and workshops which award CEU credit. This credit must be applicable towards renewal of licensure or certification for the position the employee currently occupies for the state.

#### IV. Approval Criteria

In order to be considered for reimbursement, courses, seminars conferences and workshops must be job related or reasonably related to employment opportunities in the bargaining unit, advancement in bargaining unit jobs, or in the case of CEU's must be applicable toward licensure or certification for the position which the employee currently occupies for the state.

#### V. Reimbursement

- A. Tuition, Seminar, Workshops and Conferences  
100% reimbursement with a \$3000 maximum per fiscal year.  
The employee must attain a grade of C or higher for coursework in order to be reimbursed.
- B. APPLICATIONS WILL BE APPROVED ON A "FIRST COME," "FIRST SERVED" BASIS PROVIDED FUNDS ARE AVAILABLE. The date DAS receives the application shall be the date used to determine approval, not the date of the conference or class.
- C. Time off work on approved leave of absences shall not be compensated from this fund.

#### VI. Application Procedure

- A. Employees may make application no sooner than April 1 for conferences or classes to be held in the next fiscal year; however, all applications should be submitted to DAS at least fourteen (14) days prior to the start of the course of tuition reimbursement or the registration deadline for the seminar, conference, or workshop, if possible.
- B. The employee obtains the tuition reimbursement application (attached) from their agency Labor Relations Officer or a Union Delegate.
- C. The application must be complete, including required signatures by management representatives. The application will be returned to the employee if it lacks the correct signatures.
  - 1. Where the application requests information concerning job relatedness, or bargaining unit relatedness, please be specific.

2. If a course is not job related or bargaining unit related, you are still eligible for reimbursement if your degree is related.
  
3. Please note—Each application must include the following:
  - a. Copy of the official course(s) description from the school's catalog, or official flyer describing the seminar, workshop, or conference;
  
  - b. Verification of the cost of the course (i.e. fee schedule listing cost per credit hour and fees from the school catalog or itemize statement), seminar or conference.
  
  - c. The application must indicate if the course is graduate level. The State must report all reimbursement for graduate level courses to the IRS and provide an appropriate information form to the employee, as such reimbursement is defined as taxable income pursuant to the federal tax code.
  
4. The completed application, with attachments is to be forwarded to:

Office of Learning and Professional Development Staff  
Voice: 614.728.3127 or 614.752.2451  
Email: EPDP@das.state.oh.us  
Fax: 614.728.3710

- D. DAS will send notification of approval or disapproval to the employee within eight (8) days of receipt, if possible.

E. Upon completion of the course, seminar, workshop, or conference, the following must be submitted to DAS:

1. For tuition—legible copies of your final grades, receipt for book(s) and proof of final payment for the course(s) (if using a check for proof of payment please show front and back of check).
2. For seminars, workshop, and conferences—legible copies of proof of final payment, and proof of attendance (such as a certificate of completion).

Please note—you will not receive reimbursement until the above-indicated information is provided to DAS. Verification of completion and any related expenses shall be submitted by the employee within thirty (30) days of the completion of the course, seminar or conference, if possible.

DAS shall reimburse employees by direct deposit into designated bank account within thirty (30) days of receipt of verification, if possible.

All questions regarding the Tuition Reimbursement, Seminar and Conference Fund should first be directed to the employee's union delegate or Labor Relations Officer.

Any grievance involving denial of reimbursement for the 1199 tuition fund should follow the normal grievance process outlined Article 7.

The Statewide Professional Committee may review this policy to make adjustments in the rules of the fund if necessary. Also, this committee may review denials, if any, and monitor the use of the funds.