

TUITION REIMBURSEMENT, SEMINAR, WORKSHOP AND CONFERENCE  
FUND

For Employees of Bargaining Unit 02  
Administered by the DAS/Human Resources Division  
Pursuant to Article 36.05 of Union Agreement

Revised November 19, 2007

**I. Policy Review**

The State of Ohio and the Fraternal Order of Police 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, 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 Unit 02 who are in an active pay status or 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 THE COLLECTIVE BARGAINING AGREEMENT).

When funds under Article 36.05 are no longer available, in agencies where a tuition reimbursement, seminar or conference fund exists, employees may then apply, pursuant to the terms of Article 36.04.

**III. Types of Programs**

- A. Tuition reimbursement for fees and expenses may be requested for any of the following: accredited degree granting college or university; continuing education programs; accredited correspondence schools and "on-line" coursework.

(NOTE: An employee receiving tuition reimbursement for any of the above must agree that if the employee voluntarily terminates state employment within nine (9) 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 which are job related.
- C. Reimbursement for fees for attendance at seminars, conferences, and workshops which award CEU credit. This credit must be applicable toward 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, 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 towards licensure or certification for the position which the employee currently occupies for the state.

#### **V. Reimbursement**

##### **A. Tuition, Seminars and Conferences**

100% reimbursement, with a \$3,000.00 maximum per fiscal year. Out of the maximum \$ 3,000.00, a limit of \$1,500.00 may be used for seminars, workshops or conferences.

In order to be eligible for reimbursement from the new contract amount that was effective July 1, 2007, the application must have been received after July 1, 2007 and the classes must have been started not prior to spring quarter/2007.

An employee must attain a grade of "C" or higher in order to be reimbursed. [ Note: A minimum grade of " C " will also be the requirement under agency tuition programs, falling under Article 36.04 ]

- B. Applications will be approved on a "first come", "first served" basis. Employees may make application at the beginning of the fiscal year for conferences or classes to be held in the latter part of the fiscal year. 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 absence shall not be compensated from this fund.

## **VI. Application Procedure**

- A. The employee obtains the tuition reimbursement application (attached) from their agency Labor Relations Coordinator or a union delegate.
- B. 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 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 itemized 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 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

All applications may be submitted to DAS at least sixty (60) days prior to the start of the course for tuition reimbursement, and at least thirty (30) days prior to the start of a seminar or conference.

- C. DAS will send notification of approval or disapproval to the employee within fifteen (15) days of receipt, if possible.

D. Upon completion of the course, seminar, 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, workshops and conferences – legible copies of proof of final payment, and proof of attendance (certificate).

Please note – you will not receive reimbursement until the above-indicated information has been 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.

DAS shall reimburse employees by mailing a check to the employee with 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 Coordinator.

Any grievance involving denial of reimbursement for the FOP2 Fund should be sent to DAS/Office of Collective Bargaining for review.

Applications received prior to a June cutoff date (determined by DAS fiscal) of each fiscal year, if approved, shall be paid from that fiscal year's funding, providing money is still available in fund. Applications received on or after the June date, if approved, may be paid from the next fiscal year's funds.

Applications received prior to the June date and approved, must meet all the criteria for reimbursement by November 1<sup>st</sup> of the next fiscal year or the approved funds will lapse. If mutually agreed to by the parties, funds may be used from the current fiscal year, if available.