



Employee  
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Funds

## TUITION REIMBURSEMENT, SEMINAR, WORKSHOP AND CONFERENCE FUND

SEIU Units 11 & 12

Pursuant to Article 23.02 of Bargaining Agreement

Effective July 1, 2009 - June 30, 2015

### PROGRAM PURPOSE

The State of Ohio and the Service Employees International Union Units 11 & 12 recognize that benefits accrue both to the agencies and to their employees through participation in coursework that provides academic college credit, continuing education activities, including attendance at professional conferences, seminars, workshops, enrollment in educational programs, by maintaining licensure and certification and by obtaining continuing education units (CEU's) required in many disciplines.

### 1. EMPLOYEE ELIGIBILITY

All Employees of Bargaining Units 11 & 12 who:

- A. are in an active pay status defined as not being on partial or full-time disability leave, workers' compensation leave, administrative leave or other leave of absence except approved education leave at the time of application and/or beginning of the educational activity
- B. are still employed by the State of Ohio when final reimbursement paperwork is submitted.

### 2. COURSE ELIGIBILITY

Courses are expected to provide knowledge and/or skills, which could reasonably be expected to relate to any of the major job classifications currently used in the state of Ohio. The following educational activities are eligible:

- A. Tuition reimbursement
  1. Coursework provides academic college credit
    - a. Coursework provided by an Ohio independent proprietary school/college recognized by the United States Department of Education; or be accredited by one of the Regional Institutional Accrediting Agencies
    - b. A distance education course or online course is covered, if provided by an approved institution and provides college credit
  2. If grades are given, the employee must receive a "pass" if a pass/fail course or attain a "C" or better
- B. Events
  1. Seminars, workshops and conferences
  2. Courses preparing for or leading to licensure or certification
  3. Work skills or computer/technical skills training
  4. Online courses are eligible if completed in the same fiscal year and offer continuing education units (CEUs) or certificate of completion
  5. Courses offering continuing education units required for many disciplines

### 3. REIMBURSEMENT ELIGIBILITY & LIMITS

Subject to the limitations of the SEIU Units 11 & 12 Fund, each employee has a limit of \$3,000 in any one fiscal year that may be used for tuition reimbursement, seminars, workshops or conferences. (Article 23.02)



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### A. WHAT IS NOT ELIGIBLE FOR REIMBURSEMENT

1. Fees for licenses or certifications, testing or examination fees, non-instructional fees, hardware, commercial software fees.
2. Travel expenses e.g. parking, travel, food or lodging expenses
3. Equipment
4. Memberships
5. Reimbursement is not available for courses/activities paid for completely by scholarship, grants or agencies.

## 4. APPLICATION AND REIMBURSEMENT PROCEDURE

### A. APPLICATIONS

1. Applications may be obtained from the EDF Web site (<http://EDFunds.das.ohio.gov>)
2. Applications must be submitted by email to [EDFunds@das.ohio.gov](mailto:EDFunds@das.ohio.gov).
3. All documents must be submitted electronically. Copying documents into a Word file, scanning or converting documents into a PDF are all acceptable practices. You may contact union rep for assistance to download the application or send the application by email
4. Incomplete applications or applications with errors will be automatically denied and discarded. An email describing the reason for denial will be sent to the sender of the form. To receive reimbursement, a new application must be resubmitted with all fields completed or corrections made
5. Pre-approval of applications for tuition reimbursement and event reimbursement is **optional**. The benefits of pre-approval are:
  - a. Confirms program funds are available and applicant is within the individual allotment
  - b. Reserves your funds
  - c. Verifies that program guidelines and rules are met
  - d. Complete and accurate applications will be approved on a "first come," "first served" basis provided funds are available
6. For an application to be pre-approved it must be received by the EDF office ten business days before the course/event start date.
7. Employees may make application no sooner than **May 1** for courses or events to be held in the next fiscal year

SCANNING AND EMAILING THE DOCUMENTS ([EDFUNDS@DAS.OHIO.GOV](mailto:EDFUNDS@DAS.OHIO.GOV)) IS REQUIRED.

FOR YOUR PROTECTION, DELETE OR BLACK OUT ANY SOCIAL SECURITY, CREDIT CARD OR CHECKING ACCOUNT NUMBERS ON YOUR DOCUMENTS BEFORE SUBMISSION!



## **B. REIMBURSEMENT**

1. The following items must be forwarded electronically within **forty-five (45)** days of the course/activity completion:
  - a. Completed application form (unless pre-approved)
  - b. Itemized invoice including provider, the full name and date of activity
  - c. Proof of cost of activity
  - d. Proof of payment of activity cost
  - e. Proof of attendance
  - f. A grade including pass/fail is required for tuition reimbursement. Electronic grade documentation is sufficient if it is from the registrar of the institution.
2. **Reimbursement Time Limits**
  - a. The reimbursement fiscal year is determined by the **start** date of the course/event.
  - b. Request for reimbursement and reimbursement documents must be submitted within **forty-five (45)** business days of the course or event. Fiscal year crossovers may be an exception to this rule – see the next paragraph.
  - c. For a course/event that begins in one fiscal year and finishes in the next fiscal year, reimbursement documents and requests must be submitted by November 1 of that next fiscal year or the approved funds will lapse. For example, if a course begins on June 10, 2011 and finishes on October 20, 2011, the correct reimbursement documents and request must be submitted before November 1, 2011, if received after November 1, the reimbursement will be denied.
  - d. All questions regarding the Tuition Reimbursement, Seminar and Conference Fund may be directed to the employee's union delegate, Labor Relations Coordinator or the Employee Development Funds staff.
  - e. Any grievance involving denial of reimbursement for the SEIU 1199 Fund should be sent to DAS/Office of Collective Bargaining for review.

Please Note: To ensure that we are receiving the correct data needed to accurately process your reimbursement, we will not accept previous versions of the application forms. You will be asked to resubmit your application on the current form posted on the Web site.