Ohio Department of Administrative Services
John Kasich, *Governor*
Robert Blair, *Director*

OhioDAS

State of Ohio Administrative Policy

Employee Development Funds for Exempt Employees

No: Human Resources **HR-33**

Effective: July 1, 2013

Issued By: Robert Blair, Director

1.0 Purpose

To administer the Exempt Employee Development Funds for employees exempt from collective bargaining as authorized by Ohio Revised Code 124.182, Ohio Administrative Code 123:1-39-01 and governed by this policy.

2.0 Policy

The Exempt Employee Development Funds for employees exempt from collective bargaining provides funding for professional growth and development through participation in coursework that provides academic college credit; continuing education activities, including professional conferences, seminars, and workshops; or work skills, computer and technical training. Financial assistance is on a reimbursement basis only.

2.1 **Employee Eligibility:** To be eligible for reimbursement from this fund, the employee must:

- be a full-time or part-time permanent employee;
- be employed at a participating agency (see Attachment 1);
- be paid directly by warrant of the director of the Office of Budget and Management;
- be exempt from collective bargaining;
- have completed his/her initial probationary period, including unclassified employees;
- be in 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 educational leave at the beginning of the educational activity; and,

- still be employed by the State of Ohio when final reimbursement paperwork is submitted.

2.1.1 Employees who, due to a layoff, separate employment or are moved to the bargaining unit, and who were pre-approved and started the class/event shall be reimbursed if all other requirements for reimbursement are met.

2.2 **Eligible Courses and Events:** Courses and events for which employees may seek reimbursement are expected to provide knowledge and/or skills, which relate to the major job classifications currently used by the State of Ohio. These major job classifications are listed in the Classification Specifications Manual that is posted on the Department of Administrative Services (DAS), Human Resources Division, Workforce Administration web page at the link below.

http://das.ohio.gov/Divisions/HumanResources/TalentManagement/ClassificationandCompensation/ClassificationSpecifications.aspx

2.2.1 **Tuition Reimbursement**

To be eligible for tuition reimbursement, all of the following criteria must be met:

- Coursework must provide academic college credit.
- Coursework, including distance education courses or other online courses, must be:
  - provided by an accredited college or university named in the U.S. Department of Education's Database of Accredited Postsecondary Institutions and Programs located at http://ope.ed.gov/accreditation/Search.aspx.
- An online course must be completed within eighteen (18) months of the start date.
- If grades are given, the employee must attain a "C" or better, or receive a "pass" if assessed on a pass/fail basis.
- Electives and prerequisites must be part of a degree program.

2.2.2 **Reimbursement for Professional Development Events**

To be eligible for reimbursement, events must be one of the following:

- Seminars, workshops, conferences or professional development training.

- Courses preparing for or leading to licensure or certification.
- Courses offering continuing education units required to maintain licensure in many disciplines.
- Work skills or computer/technical skills training.
- An online course that offers continuing education units (CEUs) or a certificate of completion and is completed within eighteen (18) months of the start date.

2.2.3 Participants may not use reimbursement for the exact same event more than once per fiscal year.

2.3 **Reimbursement Eligibility and Limits**:

2.3.1 Full-time, permanent employees are eligible to receive tuition reimbursement up to a maximum of $3,000 per fiscal year and reimbursement for professional development events up to a maximum of $1,500 per fiscal year.

2.3.2 Part-time, permanent employees are eligible to receive tuition reimbursement up to a maximum of $1,500 per fiscal year and reimbursement for professional development events up to a maximum $750 per fiscal year.

2.3.3 The cost of books associated with an approved course is eligible for reimbursement. Taxes or fees for shipping and handling are not eligible for reimbursement.

2.3.4 The funds are encumbered in the same fiscal year as the start date of the course or event regardless of when reimbursement is requested or when preapproval is received.

2.3.5 Disbursement of funds is contingent upon the availability of funds.

2.3.6 The employee's status (e.g. exempt, FOP, etc.) on the date the request is submitted determines the fund from which the reimbursement will come.

- If an employee submits a preapproval request, the employee's funding limit is based on the employee's current employee status (e.g. exempt, FOP, etc.) as of the preapproval request submittal date.
- When the employee submits an application and reimbursement request simultaneously, the employee's funding limit is based on the employee's current employee status as of the application and reimbursement request submittal date.

- Bargaining unit employees that become qualified exempt employees may access the exempt employee development funds immediately.

2.3.7 If an employee changes appointment type from full-time to part-time or part-time to full-time, any applications for preapproval for which reimbursement has not yet been requested must be cancelled. The employee may then submit an application for reimbursement for the course or event and the employee's maximum amount of reimbursement will be based on the employee's status at the time the reimbursement request is submitted.

2.4 **Expenses that are not eligible for reimbursement, include but are not limited to**:

- Any non-instructional fees (e.g. application fees, registration fees, drop or late fees, graduation fees, parking fees, non-instructional field trips, flight instruction, airtime fees, and other related expenses)
- Travel expenses (e.g. parking, travel, food or lodging expenses)
- Fees for licenses or certifications, testing or examination fees
- Hardware or commercial software fees
- Equipment
- Memberships
- Subscriptions for periodicals or software
- Reimbursement is not available for courses or events that are completely paid for by scholarship, grants or agencies.

2.5 **Application Preapproval:**

2.5.1 To determine in advance whether a program qualifies for reimbursement, employees **may** submit their *EDF Application for Reimbursement* early. Preapproval of applications for tuition reimbursement and event reimbursement is **optional.**

2.5.2 For an application to be preapproved, it must be entered into the online EDF application system before the course/event start date.

2.5.3 For courses or events that begin in the next fiscal year, employees cannot submit their application before **May 1** of the current fiscal year.

2.5.4 If the preapproved course or event is cancelled or rescheduled more than thirty (30) business days from the original scheduled date, the application pre-

approval is void. Preapproved applications cannot be transferred to a different course or event.

2.5.5 Employees must submit reimbursement documents within **sixty (60) calendar days** from the end date of the course or event or the preapproval will expire and the encumbered funds returned to the employee's fund account.

2.6 **Application for Reimbursement:**

2.6.1 Unless otherwise noted, employees shall apply for reimbursement within **sixty (60) calendar days** of the completion of the course or event, including preapproved courses and events. Employees shall provide the following documentation:

- A completed online *EDF Application for Reimbursement* form (unless the form was previously submitted and the course/event was preapproved)
- Proof of cost of activity
- Proof of payment of activity cost
- Proof of attendance
  - For tuition reimbursement, proof of attendance must be the grade received, including pass/fail. Electronic grade documentation is sufficient if it is from the registrar of the institution.

Please refer to the EDF Reimbursement checklist, http://das.ohio.gov/LinkClick.aspx?fileticket=5R6xysTwCpE%3d&tabid=733, for explanations and examples of the required documentation.

2.6.2 The Office of Learning and Professional Development staff may request additional documentation, if needed, such as a brochure or other description of the course or event.

2.6.3 All complete and accurate applications, including applications that are submitted for preapproval, will be approved on a first come, first serve basis provided funds are available.

2.6.4 If an employee submits an application that is incomplete or has errors, the employee will be notified via email and offered an opportunity to correct the problem. The email will explain what information is missing and will indicate that the application will be denied until the missing information is provided or any errors are corrected.

2.6.5 Once a complete and accurate application has been submitted, DAS will make every effort to respond within 72 hours.

2.7 **Reimbursement:**

Reimbursement will be included in the employee's biweekly paycheck.

2.8 **Appeal of Decision:**

2.8.1 Any employee who has been denied approval for use of EDF funds or reimbursement may appeal to the manager of the Employee Development Fund. An appeal form is available on the EDF website. If the appeal is denied by the manager, the employee may appeal to the Deputy Director of the Department of Administrative Services' Human Resources Division. The Deputy Director's decision will be final.

3.0 Authority

ORC 124.182, OAC 123:1-39-01

This policy supersedes any previously issued directive or policy and will remain effective until canceled or superseded.

4.0 Revision History

Date	Description of Change
07/01/2013	Last issue date.
07/01/2014	Scheduled policy review.

5.0 Inquiries

Direct inquiries about this policy to:

Office of Learning and Professional Development
Ohio Department of Administrative Services
30 East Broad Street, 27th Floor
Columbus, Ohio 43215

614.387.6183| dashrd.trainingstaff@das.ohio.gov

State of Ohio Administrative Policies may be found online at
www.das.ohio.gov/forStateAgencies/Policies.aspx

6.0 Attachments

Attachment 1 – Agency Participation Listing

Appendix A - Resources

Document Name
The online application system may be accessed at edf.ohio.gov.

Attachment 1
Agency Participation Listing:

- Except for the non-participating agencies listed below, all state agencies that contribute according to ORC § 124.182(B), including the Governor's office and the Secretary of State's office are participating in the program.

- Non-participating agencies: The following agencies are **not** participating in the Employment Development Funds Program:

  - Attorney General's Office
  - Treasurer's Office
  - Auditor's Office
  - Judiciary
  - Supreme Court
  - Court of Claims
  - Judicial Conference
  - Senate
  - House of Representatives
  - Joint Legislative Ethics Commission
  - Joint Commission on Agency Rule Review
  - Legislative Services Commission