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## State of Ohio Administrative Policy

### Employee Development Funds for Exempt Employees

No:

Human Resources  
HR-33

Effective:

July 1, 2014

Issued By:

Robert Blair, Director

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#### 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 budget and management;
- be exempt from collective bargaining;
- have completed his/her initial probationary period, including unclassified employees;
- be in active pay status; and,
  - For purposes of this policy, active pay status is defined as the conditions under which an employee is eligible to receive pay, and includes, but is not limited to, vacation leave, sick leave,

bereavement leave, military leave, compensatory time, holidays, and personal leave. Active pay status does not include full-time disability leave, workers' compensation leave, administrative leave, or other leave of absence except approved education leave or if working to supplement a leave at the time that the Application for Reimbursement is submitted.

- still be employed by the State of Ohio when Application for Reimbursement is submitted.

2.1.1 Employees who, due to a position abolishment/layoff, separate employment or are moved to the bargaining unit, shall be reimbursed if the employee started the class/event prior to the effective date of the position abolishment/layoff and all other requirements for reimbursement are met, including availability of funds.

- 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 on the Department of Administrative Services (DAS), Human Resources Division, Talent Management 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>.
- 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:

- Seminar, workshop, conference, or professional development training that is job related unless approved by management and indicated by signature;
- Courses preparing for or leading to licensure or certification;
- Courses offering continuing education units required to maintain licensure or certification;
- Work skills or computer/technical skills training; or,
- An online course that offers continuing education units (CEUs) or a certificate of completion.

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 Subject to the limitations of the Exempt Employee Development Fund, 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 Subject to the limitations of the Exempt Employee Development Fund, 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 An exempt employee's appointment type (e.g. full-time or part-time) on the date the Application for Reimbursement is submitted for the course or event will determine the maximum yearly amount that the employee is eligible to receive from the Exempt Employee Development Fund.
- 2.3.4 The employee's status (e.g. exempt, FOP, etc.) on the date the Application for Reimbursement is submitted for the course or event determines the fund from which the reimbursement will come.
- The employee's yearly individual funding limit is based on the employee's status (e.g. FOP, exempt, etc.) on the date the Application for Reimbursement is submitted for the course or event.
  - Bargaining unit employees that become qualified exempt employees may access the exempt employee development funds immediately.

- 2.3.5 The funds are encumbered in the fiscal year that the Application for Reimbursement is submitted. For purposes of this policy, the fiscal year will coincide with the State's payroll calendar which can be accessed at:

[https://myohio.oaks.ohio.gov/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=OH\\_HCM\\_HOME](https://myohio.oaks.ohio.gov/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=OH_HCM_HOME)

The last date of the 2015 payroll fiscal year for reimbursement from the Exempt Employee Development Fund is June 8, 2015.

- 2.3.6 Disbursement of funds is contingent upon the availability of funds.
- 2.3.7 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.

## 2.4 Ineligible Expenses

- 2.4.1 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
  - Hardware or commercial software fees, unless hardware or commercial software is necessary to access the course
  - Equipment
  - Memberships
  - Subscriptions for periodicals or software
  - Taxes or fees for shipping and handling for books associated with an approved course
- 2.4.2 Fees for exams are generally not eligible for reimbursement. However, such fees are eligible for reimbursement if the exam is a requirement to complete an eligible course and all other requirements are met (i.e. the employee cannot receive a grade or certificate of completion without taking the exam).
- 2.4.3 Reimbursement is not available for courses or events that are completely paid for by scholarship, grant, or an agency. For courses or events that are partially

paid for by scholarship, grant, or an agency, reimbursement is not available for the portion of the cost that is paid for by the scholarship, grant, or the agency.

2.5 **Application for Reimbursement:**

Unless otherwise noted, employees shall apply for reimbursement within **ninety (90) calendar days** of the completion of the course or event. As explained above, for purposes of this policy, the fiscal year will coincide with the State's payroll calendar which can be accessed at: [https://myohio.oaks.ohio.gov/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=OH\\_HCM\\_HOME](https://myohio.oaks.ohio.gov/psp/PAPRD/EMPLOYEE/EMPL/h/?tab=OH_HCM_HOME)

The last date of the 2015 payroll fiscal year for reimbursement from the Exempt Employee Development Fund is June 8, 2015.

• *Example:*

An employee completes a course on May 1, 2015. The employee submits an Application for Reimbursement on May 5, 2015. The funds will be drawn in fiscal year 2015.

However, if the employee did not submit on May 5, but instead waited until July 5, the funds will be drawn from fiscal year 2016.

This applies to individual and overall fund limitations.

2.5.2 Employees shall provide the following documentation:

- A completed online *EDF Application for Reimbursement* form
- 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.

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- 2.5.3 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.
- 2.5.4 All complete and accurate applications will be approved on a first come, first served basis provided funds are available.
- 2.5.5 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.
- 2.5.6 Once a complete and accurate application has been submitted, DAS will make every effort to respond within 72 hours.

2.6 **Reimbursement:**

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

2.7 **Appeal of Decision:**

- 2.7.1 If an employee's Application for Reimbursement is denied, that employee may appeal to the manager of the Employee Development Fund. An appeal form is attached and is available on the EDF website. If the appeal is denied by the manager, the employee may appeal to the Chief of Human Resources for the Department of Administrative Services. The decision of the Chief of Human Resources 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	Policy reissued in new format.
07/01/2014	Policy reissued; eliminated preapproval process.
07/01/2015	Scheduled policy review.

## 5.0 Inquiries

Inquiries regarding the Exempt Employee Development Fund may be directed to the Office of Learning and Professional Development:

Office of Learning and Professional Development  
Ohio Department of Administrative Services  
30 East Broad Street, 28th Floor  
Columbus, Ohio 43215

1.800.409.1205 | [EDFunds@das.ohio.gov](mailto:EDFunds@das.ohio.gov)

Direct inquiries about this policy to:

Office of HRD/OCB Policy  
Human Resources Division  
Ohio Department of Administrative Services  
1602 West Broad Street  
Columbus, Ohio 43223

614.752.5393 | [DASHRD.HRPolicy@das.ohio.gov](mailto:DASHRD.HRPolicy@das.ohio.gov)

State of Ohio Administrative Policies may be found online at  
[www.das.ohio.gov/forStateAgencies/Policies.aspx](http://www.das.ohio.gov/forStateAgencies/Policies.aspx)

## 6.0 Attachments

[Attachment 1](#) – Agency Participation Listing

[Attachment 2](#) – Appeal of Decision Form

## Appendix A - Resources

Document Name
<i>Online Application Access:</i> The online application system may be accessed at <a href="http://edf.ohio.gov">edf.ohio.gov</a> .
<i>Appeal Form:</i> <a href="http://das.ohio.gov/Portals/0/DASDivisions/HumanResources/LPD/pdf/EDFappealform.pdf">http://das.ohio.gov/Portals/0/DASDivisions/HumanResources/LPD/pdf/EDFappealform.pdf</a>

**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 of Agency Rule
  - Legislative Services Commission



Employee  
Development  
Funds

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### Appeal of Decision

Name:

Department:

Choose One:

Phone:

Email Address:

Date Submitted:

**Email: [EDFunds@das.ohio.gov](mailto:EDFunds@das.ohio.gov)**

In the space below list the reason(s) your reimbursement was denied. Describe why you should be granted an exception from the reimbursement policies. You may attach additional pages if needed. Complete form, print and forward to the email address listed above. You will receive a response within 10 business days from the receipt of your appeal.

EDF use only

Decision:  Reviewer:  Decision Date: