



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Tuition Reimbursement	AUTHORIZED BY:
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ISSUED: August 1, 1984	REVISED: February 2002 September 2003

I. General Statement

The Office of Administration recognizes the need for, and supports, tuition reimbursement for its employees for improving the quality of service to the state, improving employee performance and for contributing to an atmosphere of continuing growth and development. To assist employees in this endeavor, the Office of Administration has established this tuition reimbursement policy. This policy allows employees to request reimbursement for a percentage of tuition fees associated with successful completion of undergraduate and graduate courses.

II. Guidelines

A. Eligibility

To be eligible for participation in the tuition reimbursement program, employees must be employed by the Office of Administration in a position that is deemed to be of a continuing nature.

B. Course/Degree Applicability

Graduate and undergraduate courses must be either job related or be a part of a degree program that is consistent with the Office of Administration's mission.

Attendance of courses at a campus or via the Internet from an accredited institution is acceptable to obtain the graduate and undergraduate degrees. However, the most cost-effective choice should be utilized. Justification for taking a course that is more costly than another alternative will require justification by the Division Director.

C. Tuition Reimbursement Guidelines

1. For courses taken at management's request, the Office of Administration will pay 100% of tuition, course related fees and required course materials. Courses taken at management's request may be direct billed to the Office of Administration. All other courses will be paid on a reimbursement basis.
2. Undergraduate courses completed with a grade of "A" are reimbursed 100%, grade of "B" are reimbursed 75% and a grade of "C" or "Pass" are reimbursed 50% of the tuition fees paid or the maximum allowed tuition reimbursement rate, whichever is less.



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3. Graduate courses completed with a grade of "A" are reimbursed 100%, a grade of "B" or "Pass" are reimbursed at 75% of the tuition fees paid, or the maximum allowed reimbursement rate, whichever is less.
4. Employees will notify their division director of scholarships, grants, or other financial aid which reduces the amount of tuition and such amounts will be subtracted before reimbursement is calculated.

D. Maximum Reimbursement Rate

Reimbursement percentages listed above shall apply to the out-of-pocket expenditures by the employee for tuition and course related fees. The maximum reimbursement rate is limited to the highest prevailing per credit hour tuition rate charged at the Missouri public state college or university the employee is attending. When the employee is attending a private college or university, the maximum reimbursement rate is limited to the public college or university rate in the employee's official domicile or home, whichever is closer to the institution being attended. The highest prevailing per credit hour tuition rate will be based upon the current tuition fee schedule issued annually by the Coordinating Board for Higher Education

E. Tuition Reimbursement Cap

Traditional Programs:

The maximum reimbursement per employee enrolled in a traditional four-year program is 15 credit hours or equivalent each fiscal year.

Accelerated Programs:

The maximum reimbursement per employee enrolled in a preapproved, recognized accelerated two-year program is 30 credit hours each fiscal year.

F. Course Scheduling

Employees may not use administrative leave with pay to participate in any part of their course work. It is recommended, however, that divisions give fair consideration to other options (e.g., annual leave, compensatory leave, flexible work schedule, leave without pay) in an effort to equitably facilitate an approved continuing education course.

Employees should balance their proposed course schedules with the workload and other business needs of the division.



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G. Approval Process

1. Prior to enrolling for courses, an employee must request and obtain written approval for tuition reimbursement from his/her division director.
2. Written authorization with the division director's approval must be obtained stating that the course was taken at management's request to be eligible for the reimbursement described above in section II. C. 1.
3. Each division is responsible for approving or disapproving reimbursement requests by determining if the objectives of the requested course are consistent with the Office of Administration's stated mission.
4. In determining whether approval of tuition reimbursement request is in the best interest of the division and consistent with the Office of Administration's stated mission, division directors may consider factors including but not limited to the employee's length of service with the state at the time of the request, the length of time the employee has held their current position, the employee's performance, and the availability of funds.
5. Courses should be related to the employee's job or be part of a degree program consistent with the Office of Administration's stated mission.
6. No reimbursement is provided for employee initiated courses in non-accredited institutions or for courses not complete with satisfactory grade averages.
7. No reimbursement shall be provided for employees who have ceased active employment with the Office of Administration, although the Commissioner may authorize reimbursement if unusual circumstances warrant this action.
8. To receive reimbursement for education costs not covered by this policy, divisions must obtain written pre-approval from the Commissioner or Deputy Commissioner of Administration.
9. For reimbursement an employee must submit a receipt for tuition and course related fees (books not included on employee initiated courses), written approval from the division director and/or Commissioner or Deputy Commissioner, if applicable, and a grade report for submission to the Division of Accounting.