

## **Employee Educational Reimbursement Policy FAQ**

*Q: What does “training/education must be related to team member’s duties or prospective duties” mean?*

A: The course/training must be related to or enhance the skill set of the employee for the job they currently are in or their prospective duties.

For example:

Sue, an Administrative Assistant, tells her Supervisor, during her Quarterly Performance Check-In, that she would like to finish her BS degree in Business Administration. Sue and her Supervisor review the classes that she plans to take during the next semester. The supervisor agrees that the department has available funds to cover the costs for the classes that currently compliment Sue’s job and the skills set required for it—as well as skill sets she is expected to take on in the future.

*Q: What if a course is not relatable to an employee’s position?*

A: In the event that a request does not fit these guidelines or exceeds the department’s training budget, the Supervisor could suggest additional funding options such as the Rand Horsman Scholarship.

*Q: If HSC requires someone to take training, does the employee have to pay and then be reimbursed?*

A: No, if an employee is required to attend training as part of their job, payment will be made directly to the training provider. Examples: CPE, IT required certification.

*Q. Are student employees eligible?*

A: No, only full-time employees who are eligible for benefits.

*Q. Can just a portion of the request for reimbursement be approved?*

A. Yes.

For example, a department may only have a training/education budget of \$2,000 and five employees request reimbursement at \$1,000 each. The department could decide to equally split the \$2,000 among the five employees.

*Q. Does the reimbursement cover books?*

A. No. Only tuition and associated academic fees are eligible for reimbursement.

*Q. What types of funds can be used for reimbursement?*

A. All funds, except those that come with statutory or legal restrictions. Contact the Budget Office if additional clarification is needed.

Note: The policy is effective retroactively to Sept. 1, 2019. Employees who completed a course on or after September 1, 2019 may submit for reimbursement.

*Q. How should the reimbursement be processed?*

A. The educational reimbursements to employees should be processed via requisition, payable to the employee. The employee should attach the completed and approved application along with all required documentation. Please use this Category Code: 924-25: Educational Training Services for Employees,