

## **INSTRUCTIONS FOR APPLYING FOR TUITION REIMBURSEMENT**

1. Please read the enclosed Rules and Regulations carefully, Paragraph IV outlines the eligibility requirements for participation in the program. Eligible employees may be approved for a maximum of 12 credits during the calendar year.
2. Please fill out the information requested on both sides of the application completely. If you would like to have your application evaluated based on how your course of study, degree or certificate program is related to your current job title, you must submit proof from the educational institution that you have matriculated into a specific course of study. If you have not matriculated into a program of study, or you do not provide adequate proof thereof, each course will be evaluated for reimbursement based on its relatedness to your present position.
3. The Department of Civil Service/Human Resources will send you notice of whether or not your application was approved and, if so, the amount of the approval. Since course approval must be granted prior to the beginning of the course, applications should be submitted at least 3 weeks in advance. Applications **must** be received by the Civil Service Department by the announced starting date of the course(s). LATE APPLICATIONS WILL NOT BE APPROVED.
4. When you register for classes, save your bursar's receipt. You will have to submit it as proof of payment at the end of the semester to be reimbursed for your classes.
5. If you have any questions about the Tuition Reimbursement Program, call 853-5672 (3-5672).

DATE: March 2002

# **SUFFOLK COUNTY TUITION REIMBURSEMENT PROGRAM**

## **RULES AND REGULATIONS**

### **I. TITLE**

The official title of this program shall be "Suffolk County Tuition Reimbursement Program". This will differentiate the program from the free "In-Service Training Courses" which have been sponsored by the County and from the "Empire State Satellite Educational Program".

### **II. PURPOSE**

This program is designed to give financial assistance to County employees who wish to take courses that will either improve their ability to perform on the job or will enhance their career opportunities for the mutual benefit of the employees and Suffolk County government. It constitutes implementation of the provisions of the contracts concerning employees eligible which provide the County shall establish rules and regulations on which an in-service program of training shall operate, pursuant to which the County will provide 75 percent of the cost of approved courses of study upon the successful completion thereof by the employee.

### **III. DEFINITIONS**

Tuition Reimbursement means financial assistance amounting to 75 percent of the tuition cost of approved courses.

The word "course" means an organized instructional unit with the starting and ending dates within one of the regularly scheduled academic terms of an educational institution.

### **IV. ELIGIBILITY**

With the exception of sworn members of the Police Department and faculty members of the Suffolk Community College, all full-time County employees holding permanent, contingent permanent or provisional status with a minimum of one year of continuous service at the time of application are eligible to apply for participation in this program except as hereinafter provided.

Part-time employees meeting the above status and length of time criteria also are eligible for the program. However, the benefits to be received by part-time employees shall be a proportion of the full 75 percent tuition benefit determined by the number of hours worked each week as compared to the normal full-time work week.

### **V. REIMBURSEMENT**

Approval for reimbursement will be determined by judging each individual course or the matriculated course of study on the basis of its relevance and relatedness to the employee's present job and an appraisal of the applicant's need for the requested course or course of study in relation to the employee's current position and career development program within the County Service.

Reimbursement that is approved on a course of study basis shall include all required courses mandated by the educational institution for the completion of the course of study approved. Required classes, which comprise the requirements necessary to obtain a certificate, shall be inclusive of the terms for other approved courses of study.

Members of Bargaining Unit #6 shall receive reimbursement for classes necessary to obtain certificates for trade or promotional requirements.

Upon satisfactory completion of an approved course, an employee will be reimbursed for 75 percent of the tuition cost. This tuition cost does not include registration fees, books, laboratory fees, mileage, etc.

Satisfactory completion of an approved course shall consist of official notice from the school that the student has received a passing grade. When this is submitted along with the bursar's receipt for the tuition paid, the employee shall then receive the reimbursement.

Any exempt employee designated in S631-2 of the SUFFOLK COUNTY CODE shall only be entitled to reimbursement under this program on or after the effective date of November 8, 1989, if he or she has been employed by the County for a period of at least two (2) consecutive years immediately preceding application for reimbursement hereunder and only if the courses:

- a) are required by the County of Suffolk to maintain the employee's current position of employment;
- b) enhance a skill required by the individual in his or her current employment;
- c) are not required to meet the minimum educational requirements of present employment; and
- d) do not qualify the employee for a new trade or business.

#### V. LIMITATION

Course approval will be judged on the basis of the County's need, the employee's career development, availability of appropriated funds and whether the application is for a regularly announced formal course conducted by accredited colleges, universities or other education institutions registered by the New York State Education Department and recognized by the Suffolk County Department of Civil Service.

An employee may be approved for no more than 12 credits (or 4 non-credit courses) per calendar year (January 1 to December 31). The start date of the academic term in which the course is being offered will determine the calendar year to which the course is being credited.

To receive any reimbursement, course or course of study approval must be granted prior to the commencement of the course and in accordance with the provisions of paragraph V of the rules. Applications must be received by the Department of Civil Service no later than the starting date of classes for the academic term in which the course is being offered.

An employee who terminates employment with Suffolk County prior to completion of the course forfeits the right to reimbursement from the County.

If an employee receives payment for an approved course from any other source, such as scholarships, grants, G.I. Bill etc. the County's share of the cost shall be limited to the amount that the 75 percent of the allowed tuition exceeds the amount received from other sources.

This program does not include conferences, workshops, seminars, symposiums and the like which last from one to several days and for attendance at which employees are allowed time off.

#### VII. APPLICATION FOR APPROVAL AND REIMBURSEMENT

Application forms will be available from the Suffolk County Department of Civil Service.

On completion, the application form should be forwarded to the Suffolk County Department of Civil Service to be received by that office prior to the starting date for the academic term in which the course is being held.

The employee will be notified directly by the Suffolk County Department of Civil Service whether or not the application is approved for reimbursement. This determination shall be final.

# TUITION REIMBURSEMENT APPLICATION

### EDUCATIONAL BACKGROUND

## COURSE REQUESTS

**PLEASE COMPLETE INFORMATION AND SIGN APPLICATION ON REVERSE SIDE**

## COURSE INFORMATION

	crs.#	How do these courses relate to your present job duties? (please be specific)
1		
2		
3		
4		
5		

ARE YOU A MATRICULATED STUDENT? \_\_\_\_\_

TOWARD WHAT DEGREE ARE YOU WORKING? \_\_\_\_\_

**NOTE:** In accordance with the IRS Tax Relief Act of 1997, graduate course work may be taxable under certain circumstances.

**AFFIRMATION:** I am voluntarily undertaking this education to develop my abilities and not as a requirement of my employment. I am taking the above course(s) on my own initiative and I understand that I am not eligible for overtime for hours spent in the classroom, in the course preparation, in travel to and from the class or for any reason connected with participation in the tuition reimbursement program.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE FORWARD YOUR APPLICATION IMMEDIATELY TO THE CIVIL SERVICE DEPARTMENT  
TUITION REIMBURSEMENT UNIT, 725 VETERANS MEMORIAL HIGHWAY, NORTH COUNTY COMPLEX, BLDG. 158,  
P.O. BOX 6100, HAUPPAUGE, NY 11788-0099**

*Do not write below this line*

### FINAL ACTION BY SUFFOLK COUNTY DEPARTMENT OF CIVIL SERVICE

	COURSE TITLE(S) AND AMOUNTS APPROVED AS INDICATED ON REVERSE SIDE
	COURSE(S) DISAPPROVED
COMMENTS	

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

#### APPLICATION REVISION

NATURE OF REVISION \_\_\_\_\_

REVISED COST \_\_\_\_\_

CS/TK-2 (03/02)

00-0193, 03/02cs