Idaho Department of

Juvenile Corrections

Administrative

Policy/Procedure

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**Subject**: Coursework Reimbursement

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| Category: | Fiscal |



**Policy**

The Idaho Department of Juvenile Corrections (IDJC) recognizes the value to individual employees, to the mission we serve, and to the IDJC in general when employees continue their education. Employees are encouraged to take advantage of educational opportunities offered outside the IDJC.

It is therefore the policy of the IDJC to offer partial reimbursement to employees who successfully complete courses related to the improvement or development of job-related knowledge or skills.

**Operating Procedures**

# Eligibility Requirements/Limitations

1. The desired course must be related to the improvement or development of knowledge or skills used in an employee’s current position or for career advancement within the IDJC and approved by the employee’s Division Administrator.

B. The IDJC may reimburse up to 75 percent of the cost of tuition and registration fees. Reimbursement will not be provided for class-specific fees (i.e., room or web materials such as textbooks, class supplies, online workbooks, lab fees/supplies, etc.)

C. Employees receiving educational grants or scholarships may only apply for a reimbursement equal to 75 percent of the tuition and registration fees not covered by the grant or scholarship for that coursework.

D. There is an annual limit of $2,000 per employee for undergraduate level or non-degree (certificate, endorsement, etc.) credits, or $3,000 per employee for graduate level credits. The annual limit begins July 1 and ends June 30 of each year.

E. The employee must have permanent employment status prior to enrollment and work at least 20 hours per week during the period they are enrolled in the course.

F Consideration for employees to utilize flex time, compensatory time, or annual leave during scheduled working hours for the purpose of coursework completion will be assessed with scheduling/coverage/facility needs in mind. Leave will be approved/disapproved in accordance with Vacation Leave (355) policy and procedure.

G. Continuing Education Units (CEUs), recertification courses, workshops, trainings, and conferences are not eligible for coursework reimbursement. However, they may be covered by the Employee Training and Development (666) policy and procedure.

H. The employee must complete the Request for Tuition Reimbursement and Coursework Agreement (DJC-068) form. Answers must be complete to determine whether reimbursement is exempt from federal tax withholdings. Unless the course is necessary according to IDJC requirements, certification requirements, or law, the reimbursement will be taxable under IRS guidelines and processed through payroll.

I. The employee agrees to continue employment with the IDJC for one year following reimbursement by the IDJC. If the employee chooses to resign or is no longer employed prior to the end of the agreed period, the employee agrees to reimburse the IDJC on a prorated scale for the amount received. The agreed period starts on the date that the reimbursement is processed by the IDJC.

For example, if a reimbursement is processed for an employee in the amount of $1,000 on December 1 and the employee chooses to leave service on June 1, the employee has only fulfilled 50 percent of his/her agreement and therefore would owe the IDJC 50 percent of the amount reimbursed or $500.

II.Employee Responsibility

A. No later than 10 business days prior to enrollment in the course, the employee completes and submits the DJC-068 form, fully answers all questions, and obtains all required signatures.

1. Discuss the answers to the questions on the form with your supervisor and have your supervisor sign the form in the space provided, indicating their agreement with the answers you provided and supervisor level approval of the reimbursement request. The supervisor will then forward the signed form to the Division Administrator for review.

2. Once signed by the Division Administrator, ensure that the Facility Training Coordinator (FTC) responsible for the region receives the signed and completed DJC-068 form prior to enrollment in the course.

B. Within 60 days of course completion, the employee must submit the educational institution’s official verification of a satisfactory standing in the degree program (if degree seeking) and of satisfactory grade for the course listed on the DJC-068 form, along with a copy of the institution’s payment receipt for the course, to the FTC responsible for the region in order to receive reimbursement.

1. For degree seeking undergraduate level classes, the applicant must provide documentation that they received credit for the class (i.e. transcript, grade report, etc.)

2. For degree seeking graduate level classes, the applicant must provide documentation they received credit for the class (i.e. transcript, grade report, etc.) and verification of a satisfactory standing in the degree program.

3. For classes resulting in certifications or endorsements, applicant must provide proof of attainment of the desired certificate or endorsement.

4. For all other classes, applicant must provide documentation indicating satisfactory completion.

##### Reference: Glossary of Terms and Acronyms

*Desk Manual(s):* None

*Related Policies:*

 *Employee Training and Development (666)*

 *Travel (200)*

*Vacation Leave (355)*

*Related Forms: Request for Tuition Reimbursement and Coursework*

*Agreement (DJC-068)*