

TUITION REIMBURSEMENT

ELIGIBILITY

In this policy, reimbursement may be considered for the following: tuition, online courses, and courses not credited towards a degree. TDI may reimburse full-time regular employees for tuition and required fees at an educational institution and for nontraditional training, including online courses or courses not credited towards a degree. TDI may approve tuition reimbursement if all of the following criteria are met:

- An employee must have completed 12 consecutive months of full-time employment with TDI prior to requesting approval to receive tuition reimbursement. However, if the Deputy Commissioner (or highest level manager who reports directly to the Commissioner of Insurance, or the Commissioner of Workers' Compensation) in the employee's chain of command determines that an employee with less than 12 consecutive months of full-time employment needs a particular course and recommends the employee for eligibility, the 12-month requirement may be waived.
- An employee must have achieved an overall performance rating of at least 3.0 on the employee's current performance evaluation at the time of the request for approval to receive tuition reimbursement.
- An employee must not have been the subject of disciplinary action for at least six months prior to requesting approval to receive tuition reimbursement. As used in this policy, "disciplinary action" includes a written reprimand, corrective action plan, suspension without pay or salary reduction for disciplinary reasons.
- If applicable, an employee must meet all admission requirements of the educational institution offering the course for which approval to receive tuition reimbursement is requested.
- The course work must be related to the employee's current or prospective duty assignment within the agency. A prospective duty assignment may include a position within the agency to which the employee aspires. The Deputy Commissioner (or highest level manager who reports directly to the Commissioner of Insurance, or the Commissioner of Workers' Compensation) in the employee's chain of command will determine whether a course relates to a current or prospective duty assignment in the employee's division. The Human Resources Office will determine whether a course relates to a current or prospective duty assignment within the agency. *Tex. Gov't Code §656.044.*
- At the time of the request for approval to receive tuition reimbursement, comparable training must not be scheduled to be offered in-house during the period of time covered by the tuition reimbursement request.

- The employee's participation must not adversely affect workload or performance.
- The employee must complete the course within the semester for which tuition reimbursement was requested.
- Incomplete courses, including online courses, are not eligible for tuition reimbursement.
- If the course requires a grade, the employee must receive a passing grade for the course.
- If the course does not require a grade, the employee must provide documentation of successful completion of the course.
- The employee must complete the online course within the timeframe indicated. Absent an advertised completion date, TDI may determine a reasonable completion date and timeframe.

***REIMBURSABLE
COSTS***

- The maximum amount an employee may be reimbursed for an approved reimbursement request is \$1,000.00 per semester, not to exceed \$2,000.00 per fiscal year.
- Employees may be reimbursed only for the cost of tuition and related fees.
- Employees will not be reimbursed for any part of tuition covered by scholarships, grants or other awarded funds.
- Employees will not be reimbursed for items that are not part of tuition, such as textbooks, workbooks, and lab supplies.
- A manager may require that an employee receiving tuition reimbursement make regular reports regarding the employee's progress in the course for which reimbursement has been authorized.
- An employee must immediately notify his or her manager if the employee ceases to be enrolled in a class for which tuition reimbursement was approved. The manager will notify the appropriate Deputy Commissioner and the Director of Human Resources.

PROCEDURE

- An employee must receive written approval for tuition reimbursement prior to enrolling in the course(s) for which reimbursement is requested. The request for reimbursement must include the reimbursement form and a copy of the job description, the course description and the itemized fee schedule.

- Tuition reimbursement must be approved by the Deputy Commissioner (or highest level manager who reports directly to the Commissioner of Insurance, or the Commissioner of Workers' Compensation) and by the Commissioner of Insurance or the Commissioner of Workers' Compensation. Human Resources will also review all request for tuition reimbursement to ensure compliance with this policy. Reimbursement requests must be approved by the Director of Human Resources, or his or her designee.
- To receive tuition reimbursement, within two weeks after receipt of successful completion of the course for which reimbursement has been approved, the employee must submit a Purchase Requisition, documentation of successful completion, and an itemized receipt to the Deputy Commissioner (or highest level manager who reports directly to the Commissioner of Insurance, or the Commissioner of Workers' Compensation) in the employee's chain of command. Upon approval of the Purchase Requisition, the employee must send a copy to Human Resources. TDI will not provide reimbursement if an employee separates from employment with TDI before submitting documentation of successful completion of the course for which reimbursement has been authorized.
- A manager may require that an employee receiving tuition reimbursement make regular reports regarding the employee's progress in the course for which reimbursement has been authorized.
- An employee must immediately notify his or her manager if the employee ceases to be enrolled in a class for which tuition reimbursement was approved. The manager will notify the appropriate Deputy Commissioner and the Director of Human Resources.

USE OF EQUIPMENT

Employees may not use TDI equipment to complete course work for which tuition reimbursement has been granted.

TAX LIABILITY

The Internal Revenue Service considers as taxable income any education assistance paid by TDI. Employees may wish to contact a tax consultant to determine the effect of participation in the TDI Tuition Reimbursement Program on tax status.