

**ARIZONA DEPARTMENT OF ADMINISTRATION
POLICIES AND PROCEDURES**

Policy Number: ADOA/HRD PA4.01	Issued: January 17, 2013
Subject: Tuition Reimbursement	Effective: September 29, 2012
Policy Section: Director's Office	Revised:
Policy Owner: Director's Office	

This policy does not create a contract for employment between any ADOA employee and the Department. Nothing in this policy changes the fact that all uncovered employees of the Department are at will employees and serve at the pleasure of the appointing authority.

Scope:

This policy applies to all full-time Arizona Department of Administration (ADOA) employees.

Authority:

A.R.S. § 41-743, Powers and duties of the director
R2-5A-405, Tuition Reimbursement for Education

Definitions:

N/A

Policy:

The Arizona Department of Administration (ADOA) strives to assist employees in developing their abilities to perform their jobs or to qualify for subsequent steps in their career paths within the State of Arizona through career development training opportunities. The provision of career development training opportunities is regarded as a partnership between ADOA and its employees and is established to develop the workforce through improving employee satisfaction, hiring, and retention. Contingent upon agency funding availability, ADOA will provide funds to eligible employees in a fair and equitable manner to pursue personal and professional growth opportunities that present a reasonable correlation with the employee's career path or career aspiration within the State of Arizona. Applicants must be full-time employees.

Tuition reimbursement shall not exceed \$2,000 per employee per fiscal year. Courses must be offered by an accredited college, university, technical school, or correspondence school. Courses that are offered by such accredited institutions through distance learning are acceptable. Courses must be taken during the employee's off duty hours or during periods of approved leave. Consideration may be given to the following, provided the arrangement does not impair delivery of services or attainment of work objectives: an adjusted work week; voluntary use of compensatory or annual leave; or educational leave (see State Personnel Rule R2-5A-B608). The tuition reimbursement agreement between ADOA and the employee requires that the employee remain employed with ADOA for twelve months after the completion of the course. The ADOA Director has delegated to the Assistant Director of Budget and Resource Planning final authority for approval of Tuition Reimbursement requests. The tuition payment agreement does not create a contract of employment.

Arizona Department of Administration (ADOA) Policies and Procedures

Subject: Tuition Reimbursement

Procedure:

- An application must be made on the Tuition Reimbursement Agreement form prior to registering for the course. The employee should submit the course description and fee schedule along with the application to his/her supervisor. The course syllabus may be requested. No other costs or fees, such as text books or lab fees will be reimbursed. Dependent upon availability of agency funding, reimbursement is allocated on a first-come, first-served basis. To maximize use of tuition funds, employees must consider obtaining instruction at the lowest possible cost to the State. Employees are encouraged to satisfy transferable general education requirements at the community college level before taking classes at the university level.
- The supervisor will send a recommendation to the Assistant Director of the division. The Assistant Director will send a recommendation to the Assistant Director of Budget and Resources Planning. The Assistant Director of Budget and Resources Planning will determine if there is sufficient funding to approve the tuition reimbursement request. The Tuition Reimbursement Agreement with the approval or denial indicated will be returned to the division Assistant Director. The application/agreement will be returned to the employee with a notation of approval or denial within 10 working days. If the application is denied, an explanation will be included.
- Tuition reimbursement will occur after completion of the course. When requesting reimbursement, the employee will submit to his/her supervisor:
 - The original approved Tuition Reimbursement Agreement;
 - An itemized receipt showing payment of the course;
 - Proof of completion of the course with a grade of “C” or better at the undergraduate level or a “B” or better at the graduate level. If the class is graded at a pass/fail level, proof of a passing status must be submitted.
- Payment for tuition assistance will be coordinated with any other external educational benefits for which the employee may be eligible. Employees eligible for veteran’s educational assistance, federal or state scholarships, and private scholarships or grants may receive tuition assistance payment from ADOA only if outside benefits and/or scholarships/grants are not paid or are insufficient to cover the full cost of the educational or career development course(s).
- If the agreement terms are fulfilled in their entirety, no payment by the employee is required.
- If the employee remains employed with ADOA less than twelve months after completion of the reimbursed class or coursework, the employee will be required to repay expenses on a pro-rated basis (see example below). Each division is responsible for monitoring its employees.

Example:

Tuition cost is \$2,000. Employee terminates employment 8 weeks after completion of the reimbursed class. The debt will be calculated as follows:

- Employee’s obligation is 52 weeks
 - Employee has met 8 weeks of the obligation
 - 8 divided by 52 equals 15.4% of the obligation is met
 - \$2,000 multiplied by .154 equals \$308, which is the dollar amount the employee has satisfied
 - \$2,000 minus \$308 equals \$1,692, which represents the amount to be repaid by the employee to the agency for terminating employment within the twelve month term agreement.
- Unless an exception is authorized by the Director, the employee shall be responsible for, and agrees to repay ADOA, the pro-rated costs of tuition and registration fees if

Arizona Department of Administration (ADOA) Policies and Procedures

Subject: Tuition Reimbursement

the employee's employment with ADOA terminates prior to the completion of the twelve month term agreement for any reason whatsoever, including resignation by the employee, or dismissal with or without cause.

- In the event that the obligations of the Tuition Reimbursement Agreement are not met, the amount to be repaid will be deducted from the employee's last paycheck. The Assistant Director will send a copy of the Tuition Reimbursement Agreement with the final time sheet and a memo explaining the amount of money to be withheld from the employee's paycheck to the ADOA Payroll Office. Any portion of the amount to be repaid not covered by the deduction from the last paycheck shall be paid by the employee to ADOA and must be received no later than five (5) working days after the last day of employment.

Related Forms/Attachments:

Tuition Reimbursement Agreement

Corresponding Policies:

N/A

Contact:

If you have any questions related to this policy, please contact your division Personnel Coordinator or the Human Resources Division Shared Services Office.

Policy History (supersedes):

ADOA Policy and Procedures - Tuition Reimbursement (12/01/2011)