



UNIVERSITY OF CONNECTICUT HEALTH CENTER

UNIVERSITY HEALTH PROFESSIONALS (UHP)

TUITION REIMBURSEMENT PROGRAM

Tuition Reimbursement - up to \$203,539.17 shall be made available in fiscal year 2009 for reimbursement of tuition, conference, and workshop fees to members of the bargaining unit.

Partial reimbursement of tuition for job-related educational training taken outside of regularly scheduled hours of work is permitted under the following conditions:

1. According to the University of Connecticut Laws and By-Laws, Article XV.O:

"No full-time member of the professional staff may take for credit academic work at this institution or elsewhere during that employee's regular working hours, without prior written approval of the appropriate Vice President."
2. Each course must be job-related as described on the request form and must result in increased knowledge and skill in the position the employee currently holds.
3. There is a reasonable expectation that the University will benefit from participation in this program, i.e., that the course work will be applied to carrying out the mission of the Health Center.
4. All courses must be taken at fully accredited Connecticut colleges or universities. Exceptions to the requirement that the institution be in Connecticut will be considered only if the employee shows good cause (in writing) and the reasons are verified by the department head.
5. Courses may be taken at the undergraduate and graduate level, and may be either credit or non-credit.
6. Reimbursement will be considered only if the department head approves the course and proof is provided that the course is job-related and of value to the employee and the University. Electives that are part of a degree program will be considered provided that the department head approves the courses.

Partial reimbursement is limited to a maximum of six (6) credits per semester, for no more than twelve (12) credits each fiscal year. Other fees for registration, insurance, health or bookstore services, breakage or expenditures for textbooks and the like will not be considered for reimbursement. Employees will be reimbursed according to the following fee structure:

7. If the course is taken as part of the regular program at the University of Connecticut, 100% of the University's rate for tuition.
8. If the course is taken as part of the Credit Extension Program at the University of Connecticut, 100% of the University's Credit Extension rate.
9. For courses taken at any fully-accredited college or university in the State of Connecticut other than the University of Connecticut, reimbursement will be made at a rate of 75% of that institution's tuition costs, or at 75% of the University of Connecticut's Credit Extension rate, whichever is less. An exception is made for courses in an MBA or Law degree program which will be reimbursed in accordance with the credit rate in effect for the MBA and Law School Programs at the University of Connecticut, even if the courses are at another institution.
10. Continuing education units (CEU's), conferences and training seminars are reimbursable at 100% of the cost of registration up to \$450 per fiscal year per person. The minimum amount of reimbursement for any one conference or workshop shall be \$35.00.
11. If an employee's supervisor notifies this office in writing to the effect that he/she requires an applicant to take a course for which the applicant has applied for reimbursement, the University will then reimburse the employee for 100% of the tuition fees. The supervisor's letter must accompany the original application.
12. Part-time staff who are employed will receive reimbursement that is pro-rated according to the amount of time employed on the employment authorization. For example: an employee who is employed 75% time will receive the calculated reimbursement.

APPLICATION PROCEDURE

All applicants must apply through their departments for tuition reimbursement according to the following procedures:

- * Obtain the appropriate form which must then be completed in full by the applicant and signed. Forms are available by contacting Teri Chasse, Human Resources Department - MC4035, extension 2791.
- * Obtain the permission of the employee's first level supervisor outside his/her bargaining unit. Signatures of physicians at the Health Center are acceptable providing they act in a supervisory capacity.
- * Indicate the exact cost per credit hours of each course. If actual costs vary from what the applicant has indicated on the original application, he/she should send a letter of explanation to this office along with the other documentation provided at the end of the course.

APPLICATION TIME FRAMES

- * Please forward completed applications for course work to Teri Chasse, University of Connecticut Health Center, Department of Human Resources - MC4035 prior to the program according to the following schedule:
- * **College Courses** - At least one week prior to the start of classes.

Applications not received in accordance with this timetable, or after the start of classes will be put on a waiting list for funding, if and when it becomes available.

- * **Conferences, CEU's and Training Seminars** - At least two weeks before the conference.

Conference applications not received in accordance with the guidelines, will be put on a waiting list for funding if and when it becomes available.

- * Applications will be processed on a "first come-first served" basis until funds are expended. Employees will be notified of their status within a month of the application. All changes or corrections to the original application (including withdrawals, course changes, or differences in computing fees) must be reported to HR.

TO OBTAIN REIMBURSEMENT -

After completion of the course, applicants must submit a college grade report and a copy of their paid fee receipt to the address listed below within **thirty days** after the course ends. (An applicant can be reimbursed only if he/she is still employed when the course ends.)

If grade reports are unavailable by the deadline, applicants may substitute a letter from the instructor or the institution indicating successful completion of the course.

Failure to provide the necessary documentation within the appropriate time limits will constitute a waiver of eligibility for reimbursement. Employees will not be reimbursed for an amount greater than their own expenditure.

Checks are mailed directly to the applicant's home.

Please note: State regulations require payment documents by June 1st for payment within the fiscal year. Therefore, any grades/receipts received after June 1st may be submitted and paid for in the next fiscal year (this will cause a delay in your reimbursement).

A GRADE OF "INCOMPLETE"

Should an applicant receive a grade of "incomplete" at the end of a term, it shall be his/her responsibility to so notify this office within the time limits set for submission of grade reports. If such information is not forthcoming, this office will assume that the applicant has failed to meet the deadline for providing documentation and the funds set aside for his/her reimbursement will be released. The "incomplete" must be removed, however, and a grade submitted before the end of the fiscal year during which the course was begun, since funds allocated for one fiscal year cannot "carry over" into the next.

Students requesting reimbursement for special programs (thesis credits, a practicum, etc.) who do not expect to complete their projects within one semester must notify our office in writing of their situation. In order to insure funding is reserved for you a new application must be submitted for each semester the program will be forwarded to.

N.B. - As it is the obligation of the employee to fulfill the above requirements, anyone experiencing difficulty in complying with the regulations should submit a letter to the address below explaining the nature of the problem.

Questions regarding the above, and the requests for forms or additional information may be obtained by contacting:

**Teri Chasse
Department of Human Resources - MC-4035
Extension 2791**

1/09