

Tuition Reimbursement Procedures for Classified Employees

Below are the general guidelines for the Tuition Reimbursement Program. Each bargaining unit has different rules governing the amount reimbursed and the limits to the number of reimbursable credits. Please consult your union contract for more details.

1. Courses must be (1) job related □ the course will result in increased knowledge and skill, is aimed primarily at improving the employee's performance on his/her present job or will enable the employee to keep up with changing concepts or development in the assigned occupational field, OR (2) upward mobility related; the course will enable the employee through upward mobility and development to qualify for other positions elsewhere in State service (this may be within their present job class or in another job series), OR (3) an elective that is part of a degree program.

2. All courses must be taken at fully accredited Connecticut colleges or universities. Other schools providing trade instructions or special occupational training that are approved by the State Board of Education will be accepted. Institutions located outside the State of Connecticut will be considered if the employee shows good cause. An example of good cause is that the out-of-state institution is closer to the employee's home or the course is not offered at an in-state school.

3. Courses may be at the undergraduate or graduate level, for credit or non-credit.

4. Courses are normally taken outside of regularly scheduled hours of work, but there are exceptions. Please consult your contract for details.

5. Employees should consult contract language to determine specifics on eligibility requirements.

6. Tuition reimbursement will be paid when the employee provides evidence of completion of the authorized course with a passing mark of D or better shown by a college grade report and a college itemized receipt of payment. Copies of checks are not acceptable since they do not itemize expenses.

7. Participation in this program is subject to the availability of the funds negotiated by each bargaining unit. Payment will be made only if the employee is still in State service upon completion of the course.

8. Employees participating in the tuition reimbursement program who transfer to another State agency should notify the tuition reimbursement administrator at Human Resources. This will expedite the payment process.

9. Employees whose transfer within the University results in a change of bargaining unit will be reimbursed only if they fulfill the requirements of the new bargaining unit.

NOTE: Tuition as used herein refers to course fees. Distinction should be made between this usage as opposed to "tuition" at the University of Connecticut. Kindly refer to your union contract for clarity.

Please contact Erin Ransford at (860) 679-3549 for further information.