

DIRECTIVE NUMBER 300-15-04

DATE: February 14, 2013

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Educational Assistance/Reimbursement Policy

1. Purpose. To provide policy and uniform procedures for eligible employees when requesting educational assistance.
2. References. K.S.A. 75-3747; K.A.R. 1-8-3.
3. Policy. The Department of Human Resources is committed to providing on-going training and education opportunities to its employees in order to increase skills and knowledge and ensure the best possible service is provided to the citizens of Kansas.
4. Definitions.
 - a. Eligible Employee. A full-time regular or part-time employee who is eligible for benefits and is not serving an original probationary period. Employees on a leave of absence are not eligible to apply. Employees must have a current satisfactory performance evaluation.
 - b. Eligible Expense. Tuition only is eligible for reimbursement; all other books or fees are the responsibility of the attendee. The eligible tuition rate shall not exceed the current rate for three (3) credit hours at Washburn University in Topeka.
 - c. Eligible Class. Any regularly scheduled college class meeting at established intervals that results in a final grade based on skills or knowledge learned or pass/fail class which upgrades an employees personal computer skills. Classes taken on an audit basis only are not eligible for reimbursement. Seminars, conferences and workshops are not "tuition" classes and will be considered under regular agency training guidelines. On-line classes will be considered on a case-by-case basis.
 - d. Maximum Hours. A maximum of one 3-hour class per semester or summer session will be considered for approval.
5. Procedure.
 - a. Educational Assistance Requests for Approval
 1. The attached request for class approval should be submitted to your supervisor and division director prior to the start of the class. The class must be directly related to the employees work in his/her current position and/or enhance the employees potential in the agency. The employees immediate supervisor and Director must sign the request, documenting that funding is available.
 2. A maximum of one 3-hour class per semester or summer session will be considered for approval.
 - b. Educational Assistance - Request for Reimbursement
 1. All requests for reimbursement must be submitted to the Deputy Secretary within 30 days of completion of the class and must include the original

receipt for tuition paid, and a copy of the final grade received for the class. The employee must be employed by the agency at the time of the reimbursement request.

2. If the employee is receiving reimbursement or assistance from other sources, the amount reimbursed by the agency will be pro-rated so as not to exceed the total amount of reimbursement eligibility. No reimbursement will be given for less than a C grade or not passing a pass/fail class. Accelerated courses will be reimbursed at the Washburn University rate.

c. Training Leave

1. A maximum of three (3) hours agency administrative leave per week **may** be made available to an employee approved for tuition assistance. Leave must be approved by the appropriate director and will be considered only when the class is unavailable outside of the employees normal working hours and when the business needs of the work unit are not adversely affected. Employees are encouraged to utilize flextime arrangements whenever possible.

d. Approval Considerations

1. This is a **reimbursement** program; no advance payments will be made. Employees are encouraged to contact either their schools financial aid office or the Employment Security Employees Credit Union or other financial institution to seek financial assistance prior to reimbursement.
2. The course requested should not duplicate current or planned agency training, nor should it be requested in lieu of educational opportunities that are available free of charge.
3. All approvals should be made in a nondiscriminatory manner, in keeping with the Kansas Department of Labor Equal Opportunity Policy.

6. Inquiries. Kyle Williams Personnel Office (785) 296-5000 ext. 2565

7. Attachment: [Educational Assistance Application](#)

Lana Gordon, Secretary of Labor
Signature on file

Rescissions: 300-08-00	Expiration Date: Continuous
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