



## Memorandum

To: All Employees

From: Leslie Ridle, Commissioner 

Date: July 16, 2018

Subject: Training Requests and Reimbursement

It is the policy of the Department of Administration to maximize effectiveness and productivity by providing training opportunities to employees in order to develop skills that prepare employees for advancement and/or expand or enhance their ability to perform their duties. This policy is subject to available resources.

The Training Request form and, if applicable, the Training Reimbursement Agreement form must be completed and approved prior to registering for training. This policy does not apply to on-the-job training provided by the immediate supervisor, or training offered by Division of Personnel & Labor Relations (DOPLR). For purposes of this section, training is defined as college, trade, craft or skills courses, seminars, workshops, and professional conferences.

### TRAINING REQUEST FORM

Prior to registering for training under this policy, the Training Request form (see attached) must be completed and approved by the immediate supervisor and the Division Director or designee.

### TRAINING REIMBURSEMENT AGREEMENTS

For training not mandated by the Employer, employees are required to sign a Training Reimbursement Agreement form (see attached) if the reimbursed educational expenses exceed \$500 in a calendar year.

- a) Through completion of the agreement, the employee agrees to reimburse the department for 100% of the department's costs for tuition, fees and course materials if the employee voluntarily leaves state employment within six months of the training completion date. If an employee leaves state employment between six months and one year of the course completion date the employee agrees to reimburse the department for 50% of the department's costs. Reimbursement is not expected after one year.

- b) It is agreed that if employment with the State of Alaska is terminated as a result of death, prolonged illness, disability, layoff, nonretention or dismissal, unless the employee engaged in egregious misconduct, reimbursement will not be required.

#### UNIVERSITY ACCREDITED COURSES

A Department of Administration divisions or agency may pay for specific college course that are directly related to an employee's current job and in some cases for courses that will prepare an employee of advancement. It is the policy of the Department of Administration to reimburse the cost of university accredited courses not to exceed \$2,000 per calendar year per employee. This policy is dependent on whether sufficient financial resources are available as determined by division or agency management.

- a) Tuition for courses offered on a regular basis through a university will be paid initially by the employee, unless the employee is directed by the supervisor to take the course.
- b) The division director or designee will determine the amount of reimbursement for the class, based on its job relatedness and funding available for this purpose.
- c) To be eligible for reimbursement, an employee must receive **prior** written approval for reimbursement from their division director or designee and receive a passing grade of C or better. There will be no reimbursement for classes audited.
- d) Upon completion of the course, the employee may request reimbursement by submitting all receipts (not a cancelled check), documentation indicating the completion of the course with a passing grade, and the previously-approved request for reimbursement to the division's administrative support staff for processing. Requests for reimbursement must be made within 60 days of completion of the course.
- e) The employer may reimburse the cost of tuition and directly related course fees (i.e. distance delivery fee, lab fees, etc.). In general, costs for books and supplies directly related to the course are reimbursed and become property of the Employer. Fees not directly related to the course may not be reimbursed; these fees are generally related to the student activity center, student governance, student newspaper, network/technology, etc.
- f) When an employee is directed or required to attend a course, the employer will pay in advance of attendance, all costs associated with the course. All course material become the property of the employer.
- g) Overtime eligible employees directed to attend training outside of normal working hours will receive overtime compensation if the employee's hours of work and training exceed the minimum workweek. The supervisor may choose to alter an employee's normal workweek schedule to avoid this liability.