

## Graduate Level Instruction Courses

**Purpose:** To establish procedure for providing graduate course tuition assistance for County Adult Probation/Parole Chiefs, Supervisors and Officers to increase job related expertise. This procedure provides for tuition reimbursement for graduate-level courses. It is separate from and supplements current programs that provide County funding for academic credit courses.

**Scope:** This procedure is limited to providing tuition reimbursement for Graduate Level academic credit courses in pursuit of specific job-related skills which can be expected to enhance the employee's value to the County Adult Probation/Parole Department in his/her current position.

### **Procedure:**

- A. Criteria for an employee to receive reimbursement for academic credit course tuition at the graduate level.
  1. Regular status, full-time salaried employee with the County Adult Probation/Parole Department.
  2. Satisfactory completion of initial probationary period.
  3. Bachelor Degree from an accredited college or university.
  4. Recommendation from Chief Probation Officer.
  5. Recommendation from the Training Committee.
  
- B. Eligibility for Reimbursement:
  1. Courses are not eligible for reimbursement until the application process has been completed and approved. A separate application must be submitted and approved for each course.
  2. Employees will be reimbursed only for courses that are directly related to the employee's current job duties and where the course content cannot be obtained through other means.
  3. Only "for credit" courses are eligible for academic tuition reimbursement.
  4. For graduate level courses employees must obtain a final grade of B, or higher, or it's equivalent on a numerical system. This applies to any course for which an employee requests reimbursement.
  5. Employee's may be reimbursed for no more than six (6) credits or the equivalent in each fiscal year.
  6. If unexpended/unencumbered funds remain after a "cut-off" date established by the Training Committee, notification will be made to all Chief Probation Officers that eligible staff may submit reimbursement applications for an additional three (3) credits. These applications will be processed on a "first come, first served" basis until all funds are expended, however applications

received during this period for the originally allotted six (6) credits will receive priority.

7. If unexpended/unencumbered funds remain after a similar "cut-off" date for applications outlined in item 6, the same procedures will be followed in funding considerations for an additional three (3) credits.

C. Eligibility for Reimbursement:

1. Employees assume full responsibility for all monetary commitments made prior to receiving approval from the Chief Probation Officer, Training Committee and Director of Training. Ultimate responsibility for all course charges remains with the employee, subject to reimbursement by the County.
2. Tuition is the only cost eligible for reimbursement. The cost of textbooks, laboratory fees, and ancillary fees such as matriculation fees, identification, or activity card fees, late fees, course change fees, and parking fees will not be reimbursed.
3. Tuition fees up to \$335.00 per graduate credit hour may be reimbursed.
4. No dual reimbursements will be permitted; i.e., PBPP reimbursement and military associated reimbursement or similar tuition assistance. Employees receiving reimbursement from any other source including scholarships shall not be eligible for academic credit course tuition reimbursement for the same credit hours.
5. This is not intended to supplant any existing academic reimbursement program currently offered by any county within the Commonwealth. It is suggested that any existing County reimbursement program be utilized first.

D. Program Participation:

1. The tuition reimbursement program applies to any accredited college or university whether it is a public or private institution. The established reimbursement amounts are based on the current rate which state-related institutions in Pennsylvania charge per credit.
2. All reimbursements are contingent upon availability of county funds and relatedness to current job duties.
3. Reimbursement requests subsequent to the first approved request will be considered, in addition to the criteria in #2 above, based on the employee's previous course performance and the employee's job performance while taking previous courses.
4. **Applications will be returned with no approval/disapproval decision for the following reasons:**
  - ◆ **All information not completed.**
  - ◆ **All signatures not present.**
  - ◆ **All forms not included.**
  - ◆ **Application and forms not legible.**

E. Employee Reimbursement:

1. Prior to starting a course, all appropriate paper work must be submitted and approved. Upon completion of each course, the employee will complete a general invoice for the approved amount with a receipt showing payment of tuition. The general invoice must be submitted within ninety (90) days of course completion or it will not be honored for payment. A copy of the grade slip from the school showing successful completion of the course, with a grade of B or higher for graduate academic courses and proof of reimbursement by the requesting office to the individual application (copy of County check to individual) must also be attached.
2. A copy of the approval letter from the Training Division, along with the documents referred to above, will be submitted to the Bureau of Human Resources, Training Division, for processing and reimbursement.

**Responsibilities:**

A. The employee will:

1. Submit a completed academic credit course tuition reimbursement application, and all associated documents to their immediate supervisor.
2. Comply with all administrative procedures.

B. The employee's immediate supervisor will:

1. Review the employee's submission for completeness.
2. Determine job relatedness of each course.
3. Forward to the Chief Probation Officer.

C. The final signature authority will forward the completed packet with all signatures in place to the Director, Training Division, 1101 South Front Street, Suite 5600, Harrisburg, PA 17104-2520.

## TUITION REIMBURSEMENT REQUEST

Please type or print all requested information

### Section A: Information Concerning the Applicant for Tuition Reimbursement

1. Your Name (Last, First, MI) \_\_\_\_\_
2. Your Work Telephone Number \_\_\_\_\_
3. Your Work Address \_\_\_\_\_  
\_\_\_\_\_
4. Your Class Title \_\_\_\_\_
5. Name of Immediate Supervisor \_\_\_\_\_
6. Immediate Supervisor's Telephone Number \_\_\_\_\_

### Section B: Graduate Level Instruction Job Related Justification (reproduce separate page for each course justification)

Responses in this section represent how each course relates directly to your current job in the County Adult Probation/Parole Department. Only courses which relate directly to your current job are eligible for reimbursement.

You must list and justify each course that will be submitted for tuition reimbursement. Attach additional 8 ½ x 11 pages if necessary.

You must also attach a copy of the course description from the college/university course catalog for each course you submit for tuition reimbursement.

1. Name and Address of College or University:
2. Course Number and Course Title \_\_\_\_\_ / \_\_\_\_\_  
Course # Course Title
3. Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_ No. of Credits \_\_\_\_\_
4. Description of Course: \_\_\_\_\_

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5. Justification of how course relates to your job and how it will enhance your current job duties: \_\_\_\_\_

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**Section C: Graduate Level Instruction Tuition Reimbursement Request**

1. Are you eligible to receive any other financial aid to defray education costs?

- A. Yes (Please describe the following below: Type of aid or if you are applying for other financial aid)
- B. No

Explain if you checked yes above. \_\_\_\_\_

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2. Please attach the following materials:

- A copy of your job description.
- Two (2) examples of actual work you do that is related to the course you wish to take (two examples for each course.)
- A copy of the syllabus for each course. (The syllabus for the previous time the course was offered is acceptable.)
- Verification of tuition costs





FOR TRAINING DIVISION USE ONLY:

Course Approved  Disapproved

\_\_\_\_\_  
Director, Training Division

\_\_\_\_\_  
Date