



**Missouri Department of
Natural Resources
Administrative Policies and Procedures**

Chapter 5 Employee Benefits Training and Education Policy

Educational Reimbursement Procedures	Effective date	Revised
Number: 5.07-02	January 6, 2003	January 02, 2015

DEFINITIONS

Course: A class offered by an accredited college or university, high school or high school equivalency testing service (GED).

Education: Completion of courses, diplomas, and degrees that enhance an employee’s knowledge and skills.

Tuition: The fees assessed all students by a college or university for a course of study. Other words used to describe tuition include educational, instructional or basic fees.

Student service fee: A fee assessed all students by a college or university to cover costs of services or facilities provided to all students. This includes services such as student activity, information technology, computer, recreational facility and health fees.

Supervisor: The person directly responsible for planning, directing, and evaluating the work of one or more employees.

Supplemental fee: An additional fee charged by a college or university typically tied to a course of study, such as engineering or biological science. Another word used to describe supplemental fee is course fee. Not all colleges and universities, and not all courses of study, have supplemental fees. Thus supplemental fees are not assessed to all students.

REFERENCES

- RSMo 33.103 State Financial Administration
- 1 CSR 20-6.010 Management Training rule
- 1 CSR 10-3.010 Preapproval of Claims and Accounts

Related DNR policies

- Overtime and Overtime Compensation 3.06
- Leave with Pay 5.01
- Payroll Payment Policy 7.02

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Request for educational reimbursement

A request to participate in the education reimbursement program for tuition and supplemental fee reimbursement must be submitted and approved prior to the course being held. The employee completes an Application for Training/Education (PT-1) and submits it to his/her supervisor. (<http://n-nr1ntra.ads.state.mo.us/forms/default.htm>) The request is forwarded to the division director or designee through the appropriate chain of command for approval. The program retains the approved request. To help evaluate the request, a supervisor or others in the chain of command may ask if a degree is being sought and what it is. The employee may request educational reimbursement prior to the beginning of the fiscal year and/or prior to the department's mid-year allocation review process.

Payment of educational reimbursement

Once a class has been successfully completed, the employee requests the appropriate reimbursement using a monthly expense report form and including the following:

- Original approved Application for Training/Education
- Original approved Payback Agreement
- Copy of the grade report from the college, university, high school or high school equivalency testing service (GED).
- Copy of the tuition and supplemental fee payment receipt from the college, university, high school or high school equivalency testing service (GED).

The monthly expense form requesting reimbursement is approved by the employee's supervisor according to the usual procedures.

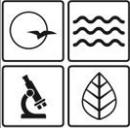
A Quick Payment Voucher (PVQ) document should be entered in SAM II when reimbursing an employee for educational expenses. In cases where the employee requesting reimbursement normally approves PVQ documents in SAM II, an alternate SAM II approver should apply approval.

Educational Reimbursement Payback Agreement

As a condition of receiving reimbursement for approved educational expenses, an employee must agree to continue employment for the department for a period of at least thirty-six (36) months after completion of a course. (See sample agreement on page 5) In the event an employee leaves employment he or she agrees to reimburse the department as follows:

- Within 12 months of completion of a class(es), 85% of tuition reimbursement amount will be owed.
- Between 12 and 36 months, 50% of tuition reimbursement amount will be owed.

When an employee has worked for 36 months after completion of a course for which educational reimbursement was paid, the employee's financial obligation to the department will be fully met.



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Monitoring of these obligations is a joint responsibility of the employing division and the Division of Administrative Support (DAS).

Examples for calculation of educational reimbursement:

The examples below are examples only and do not reflect the current tuition reimbursement rate. The current rate is available on the Accounting Programs intranet webpage.

<http://n-nr1ntra.ads.state.mo.us/das/rates-current.htm>

Scenario 1

For a three (3) semester hour biology course (undergraduate) including a two (2) semester hour required lab, in which the employee received “A’s”. The college charged \$100 per semester hour. The lab fees were \$50 per course. \$100 per semester hour is within the maximum allowable per hour tuition rate.

3 hours (tuition) X \$100/hour = \$300
 2 hours (lab) X \$100/hour = \$200
 Lab fee = \$ 50

Total tuition costs = \$550 X 1.00 (100% reimbursement for the “A”) = \$550 educational reimbursement
 The employee pays \$0 towards the tuition

Scenario 2

For a three (3) semester hour biology course (undergraduate) including a two (2) semester hour required lab, in which the employee received “B’s”. The college charged \$100 per semester hour. The lab fees were \$50 per course. \$100 per semester hour is within the maximum allowable per hour tuition rate.

3 hours (tuition) X \$100/hour = \$300.00
 2 hours (lab) X \$100/hour = \$200.00
 Lab fee = \$ 50.00

Total tuition costs = \$550 X 0.75 (75% reimbursement for the “B”) = \$412.50 educational reimbursement
 The employee pays \$137.50 towards the tuition

Scenario 3

For a three (3) semester hour biology course (undergraduate) including a two (2) semester hour required lab in which the employee received “B’s”. The college charged \$300 per semester hour. The maximum allowable reimbursement rate is \$100 per hour. The lab fees were \$50 per course.

3 hours (tuition) X \$300/hour = \$900.00 actual cost; 3 hours (tuition) X \$100/hour = \$300 maximum allowable
 2 hours (lab) X \$300/hour = \$600.00 actual cost; 2 hours (lab) X \$100/hour = \$200 maximum allowable
 Lab fee = \$50 allowable

Total tuition costs = \$550 (maximum allowable) X 0.75 (75% reimbursement for the “B”) = \$412.50 educational reimbursement
 The employee pays \$137.50 towards the tuition



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Scenario 4

For a three-hour engineering course (graduate) the employee received an “A”. The college charged \$100 tuition per semester hour and \$50 supplemental fee per semester hour for all engineering courses. The college also charged all students \$100 student activity fee. \$100 per semester hour is within the maximum allowable per hour tuition rate.

3 hours (tuition) X \$100/hour = \$300

3 hours (supplemental fee) X \$50/hour = \$150

Student activity fee = \$100

Total tuition cost plus supplemental fee = \$450 X 1.00 (100% reimbursement for the “A”) = \$450 educational reimbursement

The employee pays \$100 for the student activity fee.



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Sample Agreement

Missouri Department of Natural Resources

Educational Reimbursement Payback Agreement

This agreement is between the Missouri Department of Natural Resources (DNR) and [name of employee]. The DNR wishes to protect the educational reimbursement investment by requiring the employee to continue their employment service with DNR three years beyond educational reimbursement provided to the employee.

If the employee leaves the DNR within 12 months of receiving tuition reimbursement, the employee will pay back to the DNR 85% of tuition reimbursement received.

If the employee leaves the DNR after 12 months, but before completion of 36 months from the date of completing courses listed on the approved training plans, the employee will pay back to the DNR 50% of the educational reimbursement.

In the event the undersigned employee owes a refund pursuant to the above noted terms and conditions, the employee agrees, consents and hereby authorizes the DNR and the Office of Administration (OA) to deduct from his or her final paycheck or leave payout, such amount as necessary to satisfy any balance due pursuant to this agreement. Such deduction may not fully satisfy his or her outstanding balance. In this event, the employee agrees to directly reimburse the department for the amount still owed. If is further acknowledged the undersigned employee may revoke this authorization at any time upon prior written notice to the Human Resources Program Director. In the event the entire amount of the employee's final paycheck or other disbursement does not satisfy the balance due, or in the event the employee has revoked the authorization to withhold from said final paycheck or disbursement, the DNR reserves the right to pursue all legal and equitable means at its disposal to collect such balance due.

The parties wishing to be bound by the terms and conditions of this Agreement have executed the same this ____ day of _____, 20____.

Director Signature_____

Division of _____

Employee Signature_____

Date_____

Employee Name (print)_____