

## CONNECTICUT VALLEY HOSPITAL OPERATIONAL PROCEDURE MANUAL

<b>SECTION II:</b>	<b>ORGANIZATION FOCUSED FUNCTIONS</b>
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.38:</b>	<b>Tuition Reimbursement</b>
<b>REVISED:</b>	11/97; 03/23/07; 04/13; 3/28/16; Reviewed 06/18
<b>Governing Body Approval:</b>	04/25/13; 4/14/16; 07/02/18( <i>electronic vote</i> )

**PURPOSE:** To provide financial support to all staff furthering their education in job related or non-job related areas in compliance with the guidelines and funding set forth by the Department of Administrative Services (DAS), Office of the State Comptroller and individual bargaining unit contracts.

### **PROCEDURE:**

#### 1. Before Classes Begin

- A. Completed applications for tuition reimbursement are to be submitted to DMHAS Workforce Development Services at 410 Capitol Avenue, Hartford, CT 06106, at least two (2) weeks prior to the commencement of classes. Incomplete and/or late applications will be grounds for rejection.
- B. If an employee does not submit the application during this time frame due to the fact that he/she does not register for classes until shortly before classes commence, the application will not be rejected provided that the employee submits dated proof of registration from the school.

#### 2. When Classes Conclude

At the conclusion of classes or by February 1 for all and summer courses and June 1 for spring courses the employee must submit the following to DMHAS Workforce Development Services:

- A. Completed Employee Voucher (Form CO-17XP);
- B. Completed statement of taxability or non-taxability of reimbursement;
- C. Three copies of all receipts; and
- D. Three copies of the grade report.