

TUITION REIMBURSEMENT INFORMATION

POLICY AND PROCEDURES

THE STATE OF CONNECTICUT TUITION REIMBURSEMENT PROGRAM ALLOCATES FUNDS FOR PERMANENT EMPLOYEES. THE BENEFIT IS FOR THOSE EMPLOYEES WHO ARE CONTINUING THEIR EDUCATION IN AN AREA THAT ENHANCES THEIR CURRENT JOB PERFORMANCE OR ASSISTS IN UPWARD MOBILITY IN A JOB-RELATED FIELD.

PERMANENT FULL TIME, AS WELL AS PART TIME (20 HRS +) EMPLOYEES MAY APPLY FOR TUITION REIMBURSEMENT FUNDS BY COMPLETING A TUITION REIMBURSEMENT APPLICATION FORM (CO-191) AT LEAST TWO WEEKS PRIOR TO BEGINNING STUDY. (Only original documents can be accepted. Fax documents will not be accepted or processed.)

THIS IS AN APPLICATION PROCESS AND PAYMENT IS NOT GUARANTEED. ALL FUNDS MUST BE APPROVED BY THE DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES, DEPARTMENT OF ADMINISTRATIVE SERVICES, AND THE OFFICE OF THE STATE COMPTROLLER.

ELIGIBILITY REQUIREMENTS, FUNDING LEVELS AND REIMBURSEMENT AMOUNTS ARE GOVERNED BY COLLECTIVE BARGAINING AGREEMENTS. PLEASE CHECK YOUR CONTRACT FOR DETAILED INFORMATION. PLEASE USE FORM CO-101.

THE OFFICE OF THE STATE COMPTROLLER ISSUES REIMBURSEMENT FUNDS UPON APPROVAL OF EACH APPLICATION AND SUCCESSFUL COMPLETION OF COURSE(S) WITH A PASSING GRADE. ALL REIMBURSEMENT PAYMENTS ARE DEPENDENT UPON THE AVAILABILITY OF ADEQUATE FUNDS.

The employee must also determine the tax status of the tuition reimbursement benefits. For non-taxable tuition reimbursement, check the job-related box. For taxable tuition reimbursements, check the non job-related box. Employees can refer to Comptrollers [Memorandum Number 2008-41](#), Determining Tax Status of Employee Tuition Reimbursement Payments or the Internal Revenue Guidelines at <http://www.irs.gov/> for additional information.

REIMBURSEMENT RATES

- DISTRICT # 1199—P1/NP-6

Reimbursement is provided at a rate of 75% of the current per credit rate for undergraduate or graduate courses at the University of Connecticut at Storrs. The rate is not to exceed the actual cost of each course to the employee. **MAXIMUM OF 9 CREDITS PER SEMESTER**

- SOCIAL SERVICES—P2 – REQUIRES PRIORITY LOG

Undergraduate Rate: \$135 per credit

Graduate Rate: \$220 per credit

MAXIMUM OF 18 CREDITS PER FISCAL YEAR

Non-Accredited institutions: Reimbursement is provided for other courses of study at a reduced rate as follows:

Undergraduate Rate: \$57.50 per credit maximum

Graduate Rate: \$72.50 per credit maximum

- EDUCATIONAL—P3B – REQUIRES PRIORITY LOG

Reimbursement is provided at a rate of 75% of the current per credit rate for undergraduate or graduate courses at the University of Connecticut at Storrs. The rate is not to exceed the actual cost of each course to the employee.

MAXIMUM OF 9 CREDITS PER FISCAL YEAR

- ENGINEERING & SCIENTIFIC—P-4 – REQUIRES PRIORITY LOG

Reimbursement is provided at a rate of 75% of the current per credit rate for undergraduate or graduate courses at the University of Connecticut at Storrs. The rate is not to exceed the actual cost of each course to the employee.

MAXIMUM OF 12 CREDITS PER FISCAL YEAR

- ADMINISTRATIVE & RESIDUAL—P-5 – REQUIRES PRIORITY LOG

Reimbursement is provided at a rate of 75% of the current per credit rate for undergraduate or graduate courses at the University of Connecticut at Storrs. The rate is not to exceed the actual cost of each course to the employee.

NO MAXIMUM ON PER YEAR CREDITS

- MAINTENANCE & SERVICE—NP-2 – REQUIRES PRIORITY LOG

Reimbursement for credit courses at accredited institutions is provided at a rate of 75% of the current per credit rate for undergraduate or graduate courses at the University of Connecticut at Storrs. The rate is not to exceed 100% of actual cost. Non-credit courses at accredited institutions is 50% of rate for undergraduate or graduate courses at the University of Connecticut at Storrs, not to exceed 100% of cost. **MAXIMUM OF 18 CREDITS PER FISCAL YEAR**

- ADMINISTRATIVE CLERICAL—NP-3 – REQUIRES PRIORITY LOG

Undergraduate Rate: \$115 per credit maximum + fees

Graduate Rate: \$145 per credit maximum + fees

MAXIMUM OF 18 CREDITS PER YEAR

OR \$1,200 PER FISCAL YEAR

Non-Accredited Institutions: Reimbursement is provided for other courses of study at a reduced rate of 50%: (Must be pre-approved by DAS)

Undergraduate Rate: \$57.50 per credit maximum

Graduate Rate: \$72.50 per credit maximum

- PROTECTIVE SERVICES—NP-5

75% of tuition, laboratory fees, and books at accredited institutions

MAXIMUM OF \$2,000 PER FISCAL YEAR

Employees must ALSO complete the *Protective Services Educational Committee (PSEC) Tuition and Training Fund Application Form, in addition to the CO-101.*

- MANAGEMENT - MP – REQUIRES PRIORITY LOG

Must Be Job-Related. Includes Confidential Managers

Reimbursement for Tuition Only:

Undergraduate Rate: \$1,200 per fiscal year

Graduate Rate: \$1,200 per fiscal year

- CONFIDENTIAL EMPLOYEES

Reimbursement is contingent upon approval and funding through the employee's Facility. The Tuition Reimbursement Application will be approved, or disapproved, by the Facility Director. Payment will be made from the facility's budget to the employee, upon proof of completion with a passing grade. Rates are determined by indicating which Bargaining Unit the employee would be in, if not a Confidential employee.

DMHAS AGENCY TUITION REIMBURSEMENT OFFICER

DMHAS Human Resources Division
Workforce Development Services
410 Capitol Avenue, Hartford, CT
06106

Maria D. De Jesus
860-418-6938

<http://www.ct.gov/dmhas>

Revised as of 5/2012



NON-CREDIT COURSES
CALCULATION TABLE

6 TO 14 HOURS = 1 CREDIT

15 TO 29 HOURS = 2 CREDITS

30 TO 44 HOURS = 3 CREDITS

(Each additional 12 hours = 1 credit)

TUITION REIMBURSEMENT SEMESTERS

Semesters are determined by the last scheduled course date.

SPRING – 1/1 TO 5/31

SUMMER – 6/1 TO 9/30 (by review)

FALL – 9/1 TO 12/31

A deadline for submitting approved applications for payment will be set by OSC each semester. Generally, this date will be set on or around February 28th for Summer and Fall applications and on or around July 19th for Spring applications, unless the particular collective bargaining agreement is due to expire; in this case, the deadline becomes June 30th.

For additional help with completing your tuition reimbursement application you can visit the Office of the State Comptroller website:

<http://www.osc.state.ct.us/manuals/TuitionReimburse/index.html>



DMHAS Office of the Commissioner

Edra Knight, Human Resources

860-418-6866

Edra.Knight@ct.gov

Maria D. De Jesus, Office Assistant

860-418-6938

Maria.D.DeJesus@ct.gov

Fax: 860-418-6697

TUITION REIMBURSEMENT GUIDE FOR DMHAS EMPLOYEES



HUMAN RESOURCES
DIVISION OF THE
DEPARTMENT OF
MENTAL HEALTH
AND
ADDICTION SERVICES