

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
HUMAN RESOURCES

AC 230

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Effective December 30, 2000

DATE 12/30/2000

SUBJECT: EMPLOYEE REIMBURSEMENT FOR TRAINING PROGRAMS SPONSORED BY THE DEPARTMENT OF ADMINISTRATIVE SERVICES AND THE STATE COMMUNITY COLLEGES

PURPOSE: This procedure is intended to provide a uniform method for processing Department of Mental Health and Addiction Services employee applications and reimbursement requests for Staff Development Courses sponsored by the Department of Administrative Services (DAS) in partnership with the Connecticut Community Colleges.

INTRODUCTION:

DMHAS employees may apply to take courses with any of the State Community Colleges. The employee's supervisor must sign all applications, indicating approval for the employee to take the course(s). Release time is subject to department/division work requirements. Supervisors shall determine if the course(s) are related to the work of the employee or would be of personal benefit to the employee. If the application is employee initiated, union workshop funds shall be used for reimbursement of the course fee(s). If the course has been requested or is required by a facility or OOC Division or Unit, or if the employee is a Manager on the MP pay plan, agency funds shall be used for reimbursement. Employees are required to submit payment upon notification of acceptance into any and all course(s) and may seek reimbursement for the course fees from appropriate funding sources only upon successful completion of the course. Employees must attend DAS courses to be eligible for reimbursement. If they cannot attend a course, they may find a substitute. Payment shall be made for the course whether or not the seat is taken.

OVERVIEW: DMHAS is eligible to apply for union workshop funds for reimbursement as defined by the collective bargaining agreements. If a course is not related to the job duties of the employee, or is not approved to use agency/facility or union funds, then the employee is not eligible for reimbursement. However, where feasible, DMHAS shall support requests to take DAS courses that assist in personal development even though the course fee may not be eligible for reimbursement.

The DMHAS Education and Training Division is the Training Approval Officer (TAO) for the processing of applications and the reimbursement procedures for all DAS In-Service courses. As such, the Division shall coordinate the procedures and act as liaison to the Training Approval Officer in each facility.

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DISTRIBUTION: DMHAS Policy and Procedures Manual

Replaces AC 230 D27 Dated 5/15/97

Thomas A. Kirk, Jr., Ph.D., Commissioner

Date

PROCEDURES:

1. The DMHAS Education and Training Division shall distribute the In-Service Training Course Catalogs upon receipt from the Community College In-Service Training Coordinator and provide information regarding application deadlines and supervisory responsibilities. It is the responsibility of the Training Approval Officer (TAO) or coordinator at each facility to adhere to established deadlines regarding the application process.
2. Employees shall submit applications for In-Service Training Programs directly to the facility TAO. All applications must be signed by the employee's supervisor, indicating approval to take the course(s). The TAO shall compile all application forms and complete an Agency Registration Form for their facility indicating the number of seats requested for each course as documented by the individual applications. All applications and registration forms shall be received by the DMHAS Education and Training Division by the established deadline in order to be processed. Late applications cannot be processed.
3. The DMHAS Division of Education and Training shall collate all facility applications and submit the total agency request to the Community College In-Service Training Coordinator. Upon notification of the number of accepted registrations, rosters shall be sent to each facility TAO who shall notify their employees of their status. Upon notification of acceptance into any course, the employee shall submit a fully completed Travel Authorization Request Form (CO-112) and a check made out to the "Treasurer, State of Connecticut" for the full amount of the course(s) to the facility TAO. The CO-112 shall indicate in space 14 whether union or agency funds will be used for reimbursement and shall include signature authority. The cost of the course shall be indicated on the registration fee line. **Do not forward payments to the DMHAS Education and Training Division**
4. The facility or OOC Business Office shall deposit the employees' checks into the state account via a CO-39 deposit ticket into the local bank, which has provisions to accept deposits to this account. Once the checks have been deposited, the Business Office shall post the amount to "Refund of Current Year Expenditures."
5. After the employee has attended and completed the course(s) she/he may apply for reimbursement of the course fee(s). The employee shall complete an Employee Payroll Reimbursement Form, CO-17 XP-PR and attach a Certificate of Completion/Attendance and proof of payment. DAS has authorized instructors to issue Certificates of Completion at the end of each course. It is the employees' responsibility to obtain this document from the instructor in order to seek reimbursement. These documents shall be submitted to the facility or the OOC Training Approval Officer who will

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review and forward them to their Business Office. The facility or OOC Business Offices shall process the reimbursement requests and forward all documents to the DMHAS Payroll Processing Center or the Office of the Comptroller for reimbursements. Payments shall be included in the employees' paychecks.

6. At the conclusion of the semester, the DMHAS Education and Training Division receives a Service Transfer Invoice from the Community College Coordinator for the total cost of all courses charged to DMHAS. The DMHAS TAO at the Division of Education and Training shall submit a cost charge breakdown, by facility, along with the Authorization to Bill by Service Transfer Invoice, to the OOC Business Office. The OOC Business Office is responsible for charging each DMHAS facility for their respective share of the agency invoice for payment.