

**REVISED GUIDELINES FOR THE STATE'S SPECIAL TUITION REIMBURSEMENT (BARGAINING UNITS E AND G ONLY) FOR JANUARY 1, 2019 – DECEMBER 31, 2020**

1. Employee must complete the Tuition Reimbursement Application and submit along with a copy of the course description, to their supervisor/manager/designated appointing authority no later than 15 days prior to the course start date.
2. The supervisor/manager/designated appointing authority either recommends or doesn't recommend the application based upon, in part, applicability to the business goals and mission of the unit. The application is then sent to the local Human Resources (HR) office.
3. The local HR agency representative will then approve or not approve the application based upon the recommendation of the supervisor/manager/designated appointing authority.
4. The local HR agency representative will forward the application to MDH Training Services Division where a database will be maintained.
5. If denied, the local HR agency representative should provide in writing to the employee, the supervisor/manager/designated appointing authority and Training Services Division the reasoning behind the denial.

6. **When the course is completed, the employee must provide the supervisor/manager/designated appointing authority and the local HR agency representative with (no later than 30 days after completion of the course):**
  - a. a copy of the original grade report or copy of certification of completion
  - b. a copy of the invoice showing payment for the course
  - c. a completed Expense Report Form. This form must include:
    - i. the amount due the employee
    - ii. the date of submittal
    - iii. The unit's PCA Code, and Object Code (0420 or 0421 for nurses only); this indicates which line item will be charged from the employee's cost center
    - iv. Signatures from the employee and the supervisor or designated appointing authority
7. The HR representative will forward all completed documentation to Jacqueline Felton, MDH Training Services Division.
8. Training Services will review completed packets, and then:
  - a. For LOCAL HEALTH DEPARTMENTS AND FACILITIES – completed packets will be returned so that they can be submitted by the local Health Department or facility as any other expense voucher
  - b. For ALL OTHER ADMINISTRATIONS – completed packets will be forwarded to Accounting for processing
9. Accounting will only accept completed packets from the Training Services Division. Employees, managers, and designated appointing authorities are NOT to send completed packets to Accounting.
10. Failure to comply with these procedures may result in the reimbursement being denied or delayed.