

**Tuition Reimbursement for  
Agency Police Services Unit (APSU)  
Guidelines for 2011-2012, 2012-2013, 2013-2014 & 2014-2015 Fiscal Years  
Agency and Applicant Information**

**PURPOSE**

The purpose of the New York State/Police Benevolent Association of New York State, Inc. (PBANYS), Tuition Reimbursement Program is to encourage career development and advancement for State employees whose positions are assigned to APSU represented by PBANYS.

**FUNDING**

The APSU Tuition Reimbursement Program is funded through the negotiated agreement between the State of New York and PBANYS.

**ELIGIBILITY**

All full-time employees whose positions are assigned to APSU represented by PBANYS and who have had six months continuous State service immediately prior to the beginning date of the course work are eligible. Employees must be working full time and meet the continuous service requirement to be eligible for reimbursement. Employees working less than half-time or on unpaid leave of absence are not eligible.

**SUMMARY OF PROGRAM**

The PBANYS Tuition Reimbursement Program provides financial support to APSU members for approved educational activities on a reimbursement basis. The program is designed to assist with the achievement of reasonable career goals within State government.

**Key elements of the program:**

- The program is based on approval of individual courses. Each course must be approved for reimbursement upon enrollment. [See **NOTE:** on page 3 under Applicant Responsibility.]
- The program is designed to reimburse applicants at 50 percent to a maximum annual State fiscal year allowance of \$750.00. In addition, the program is designed to reimburse course-related textbooks, lab fees and digital fees up to \$250.00 per State fiscal year.
- Reimbursement is based on the satisfactory completion of the course.
- Satisfactory completion of the course is the attainment of a grade of at least C.
- Reimbursement is for actual out-of-pocket expenses including tuition, registration and laboratory expenses.

## **SELECTION STANDARDS**

Tuition expenses from an approved educational organization for credit or non-credit course work categorized as either job-related or career-related are eligible for reimbursement.

### **Job-Related Course Work:**

- The course directly supports or improves skills required for current job assignments, duties, or responsibilities.

### **Career-Related Course Work:**

- The course will prepare the employee for advancement within his/her current title series or occupation.
- The course develops the administrative or management capacity of the employee.
- The course work is necessary to obtain an undergraduate degree to qualify for job opportunities within State service.

## **APPROVED EDUCATIONAL ORGANIZATIONS**

The PBANYS Tuition Reimbursement Program is intended to support the educational activities for credit or non-credit courses. The educational organization offering the course must meet the academic standards of the New York State Education Department or the U.S. Office of Education.

## **REIMBURSEMENT POLICY**

### **COVERED EXPENSES**

Reimbursable expenses are those costs that relate to the pursuit of an educational activity. These expenses include tuition for credit or non-credit course work approved upon enrollment, individual course registration fees, and lab fees. Expenses must be itemized on the original receipt.

Eligible individuals are reimbursed for out-of-pocket expenses at 50 percent of the total covered expenses up to a maximum of \$750.00 per State fiscal year. Reimbursement within a fiscal year is determined by the start date of the course. The State fiscal year begins on April 1<sup>st</sup> and ends on March 31<sup>st</sup>.

Eligible individuals are also reimbursed for course-related textbooks, lab fees and digital fees which the Employee is required by the syllabus or course outline up to \$250.00 per State fiscal year.

### **EXCLUSIONS AND LIMITATIONS**

Courses designed for interests outside State service, whether credit or non-credit, are not eligible for reimbursement. Examples of course work not eligible for reimbursement would include those related to recreation, physical education, hobby or personal interests. Expenses for supplies or materials are not reimbursable.

## **ALTERNATE SOURCES OF TUITION SUPPORT**

Alternate sources of financial aid from agency/facility tuition support programs, the Tuition Assistance Program (TAP), Pell Grants, the Aid for Part-time Study (APTS) Program, New York State Vietnam Veterans Tuition Assistance, Veterans Administration Educational Benefits (GI Bill) and college stipends must be reported on the application. This amount will be deducted before computing the allowable reimbursement.

## **APPLICATION SUBMISSION PROCESS**

### **APPLICANT RESPONSIBILITY**

Once registered for course work, the applicant must complete a separate Application for Tuition Reimbursement Form (APSU-001) for each course for which reimbursement is requested. The Form APSU-001 must be submitted to the agency/facility staff development or personnel office for review and approval no later than ten working days after the start date of the course\*. When the course is complete the applicant will forward the **required reimbursement document as determined by your agency**:

DEC Law Enforcement: Capt. Tom Caifa, NYS Environmental Conservation Police, 625 Broadway, 3<sup>rd</sup> Floor, Albany, NY 12233-2500, (518) 402-8819, [thomas.caifa@dec.ny.gov](mailto:thomas.caifa@dec.ny.gov)

Forest Rangers; Capt. Eric Lahr, DEC, Albany, 625 Broadway, A1, Albany, NY 12233-2560, (518) 402-8839, [eric.lahr@dec.ny.gov](mailto:eric.lahr@dec.ny.gov)

**University Police: The campus Human Resources Office**

Park Police: The Park Police Training Sergeant

***\*Note: an exception is made for the first year of this program (FY 2014-2015) to allow requests for tuition funds to be submitted after the course begins but such requests must be made before the course is completed.*** The course would need to be enrolled in and approved prior to March 31, 2015 and the final grade would need to be provided prior to June 30, 2015. Applications will be accepted for the 2012-2015 fiscal years.

### **AGENCY/FACILITY RESPONSIBILITY**

Each agency/facility is expected to inform eligible employees about the Tuition Reimbursement program. Upon receipt of application, the designated agency/facility Rating Officer is to:

1. Review the application for accuracy of the information provided by the employee.
2. Determine whether the application meets the criteria for reimbursement under the APSU Tuition Reimbursement Program. Consideration of employee eligibility, qualification of course work, and acceptability of the educational organization is used for this determination.
3. Forward the application and all attached paperwork, including the **required reimbursement document as determined by your agency**: to New York State/APSU Labor-Management Committee for approval. The information can be faxed to (518) 457-9445 or emailed to [jeanne.grebert@lmc.ny.gov](mailto:jeanne.grebert@lmc.ny.gov).

4. Record the application in the APSU Tuition Reimbursement Register (APSU002). This report must be sent to the New York State/APSU Labor-Management Committee every year on April 1. There may be an occasion during the program year when the labor-management committee will request the report.

NOTE: All applications must be recorded in the register even if Tuition Reimbursement funds are exhausted. This information may be required for future negotiations.

1. Determine whether the course work is job-related or career-related as defined in the program guidelines.
2. Complete the Agency Action section on the application, sign and date the form.
3. Notify the employee of the determination by returning the duplicate copy of Form APSU-001.

### REIMBURSEMENT PROCESS

To obtain reimbursement, the employee must complete the **required reimbursement document as determined by your agency**: within thirty (30) working days following the receipt of a satisfactory course completion document.

A payment voucher must be submitted to the agency/facility staff development or personnel office for the chart field coding provided by the New York State/APSU Labor-Management Committee.

The applicant will forward the **required reimbursement document (as determined by your agency)**: to the agency/facility finance office for payment to be processed from the Office of the State Comptroller in accordance with the rules and regulations concerning the expenditure of State funds.

Attachments to the payment voucher must include:

1. The original itemized paid receipt from the education organization.
2. A copy of the Tuition Reimbursement Form (APSU-001) indicating approval of the course
3. A course completion document.
4. For textbooks: the original itemized paid receipt and documentation demonstrating the textbook(s) are required for use with the course.

NOTE: The satisfactory course completion document must be the original grade report or a letter from the educational organization stating that the employee satisfactorily completed the course work. The letter must indicate the date of course completion.

### EFFECTIVE DATE

These guidelines are effective April 1, 2014 through March 31, 2015.

**Tuition Reimbursement Application (APSU-001 Form) for APSU-Represented Employees  
2011-2012, 2012-2013, 2013-2014 & 2014-2015 Fiscal Years**

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Number of Years in State Service \_\_\_\_\_ Number of Years in Current Position \_\_\_\_\_

Title and Salary Grade \_\_\_\_\_

Agency/Facility \_\_\_\_\_

Work Location \_\_\_\_\_ Work Phone \_\_\_\_\_

Explain how this training will assist you in progressing toward reasonable career goals within state service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Course Work & Financial Information**

Educational Institution \_\_\_\_\_

Address \_\_\_\_\_

Course Title \_\_\_\_\_ Course # \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Number of Credits \_\_\_\_\_ or Non-Credit \_\_\_\_\_

**Expense Category**

Course Tuition: \_\_\_\_\_

Other Mandatory Fees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tuition and Mandatory Fees Total: \_\_\_\_\_

Less Other Sources of \_\_\_\_\_

Financial Aid (TAP, PELL, \_\_\_\_\_

Veteran's Benefits): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Less Other Sources of Financial Aid: - \_\_\_\_\_

Book Expense: + \_\_\_\_\_

Total Reimbursement Requested: \_\_\_\_\_

I affirm that all the above information is accurate and complete.

\_\_\_\_\_  
Employee Signature Date

**AGENCY/FACILITY ACTION:** Job-Related Course  Career-Related Course  Disapproved

Amount approved for course work \$ \_\_\_\_\_

Amount approved for book expense \$ \_\_\_\_\_

Date Applicant Notified \_\_\_\_\_

\_\_\_\_\_  
Authorizing Signature Title Date