ADMINIS	STRATIVE REGULATION	REGULATION NUMBER	PAGE NUMBER	
COLORADO DEPARTMENT OF CORRECTIONS		1450-44	1 OF 3	
		CHAPTER: Personnel		
		SUBJECT: Tuition Reimbursement Program		
RELATED STANDARDS: ACA Standards: 2-CO-1D-09 and 5-ACI-1D-22		EFFECTIVE DATE: May 1, 2023		
		SUPERSESSION: 12/6/22		
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OPR: OHR	REVIEW MONTH: APRIL		(Andre`) Stancil cutive Director	

I. POLICY

It is the policy of the Colorado Department of Corrections (DOC) to encourage its employees in continuing their education [2-CO-1D-09] [5-ACI-1D-22] and to participate in undergraduate, graduate and doctoral college and university courses by providing partial tuition reimbursement to employees who successfully complete any course from an accredited institution of higher education. Additionally, DOC will reimburse continuing education units (CEU) and coursework leading to industry-leading certifications and licensure. Colorado Personnel Director's Procedures and state Personnel Board Rules shall supersede this administrative regulation.

II. PURPOSE

The purpose of this administrative regulation (AR) is to encourage employees to seek out continuing educational opportunities and to provide guidelines regarding processes for participating in a tuition reimbursement program.

III. **DEFINITIONS**

None

IV. PROCEDURES

A. General Provisions

- Any eligible full-time or part-time department employee (DOC) (part-time employees will be prorated based on hours
 worked) may request reimbursement from the DOC for expenses incurred for tuition. Upon course class completion
 from an accredited institution of higher learning, an employee can submit AR Form 1450-44A, Tuition Reimbursement
 Request Form, located on DOCNET under Human Resources forms.
 - a. The student must be a current, permanent employee at the time the course started, is completed, and reimbursement rendered. Employees who receive tuition reimbursement(s) are required to maintain their employment with DOC for a minimum of one year from the date of reimbursement(s) or the employee will be required to refund the tuition reimbursement(s) in full to DOC; a portion or whole of the amount may be processed as a payroll deduction on the employee's final paycheck.
 - b. The student must earn a grade of "C" or higher, or "pass" for classes graded as pass/fail for course completion.
 - c. Part-time employees will be prorated tuition reimbursement, based on hours worked in a month, for example, if an employee works 50% (20 hours per week), they will receive 50% tuition reimbursement.

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- 2. A request for reimbursement **must be submitted within 30 calendar days of receipt of final grade** through the eligible employee's appointing authority or designee, and then to the appropriate division director or designee, for authorization of tuition reimbursement. An account statement or other supporting documentation from the institution showing out-of-pocket tuition cost, fees and payment made by the eligible employee must be attached.
 - a. Reimbursements are limited to expenses incurred for tuition less educational funding given through scholarships, military coverage, or non-repayable grants or stipends. Other miscellaneous expenses such as books, course materials, parking, supplies, social dues, athletic fees, and computer access charges are not reimbursable.
 - b. Supporting documentation provided by the eligible employee must include the following information: student name, course name, date of course(s), grade(s), and detailed tuition costs, fees, and payments made in addition to any VA benefits from use of a GI Bill or any other tuition reduction, grant, or stipend received.
- 3. After authorizing the request for reimbursement, the director's office will forward AR Form 1450-44A, Tuition Reimbursement Request Form and any backup documentation to the Accounts Payable Office (doc-accountspayable@state.co.us) for amount verification and processing. The Accounts Payable Office is responsible to verify employee's eligibility, employee payment information, grades, and tuition costs.
- 4. The net amount owed for tuition by the student (employee) will be reimbursed 100 percent (part-time employees will be prorated) for undergraduate, graduate (master's degree) courses, doctorate (PHD), continuing education, and certificate courses without limitation to pursuing additional degrees at the same level. In other words, courses taken in pursuit of a second bachelors or masters are reimbursable.
 - a. P.O.S.T. Certification programs (e.g. Law Enforcement Academy) will be reimbursed up to the \$10,000 per fiscal year limit. Maximum amounts will be prorated for part-time employees.
 - b. If the employee receives a grant, stipend or scholarship that covers the entire tuition amount, less books and fees, they are not eligible for reimbursement. If the grant, stipend or scholarship only covers a portion of the tuition, then reimbursement for the net amount not covered may be used in conjunction with the tuition assistance program.
 - c. The maximum amount of tuition reimbursement benefit for undergraduate or graduate degree per fiscal year per employee is \$10,000. Maximum benefits may be waived by the Executive Director. Annual reimbursements of up to \$5,250 are non-taxable to the employee.
 - d. The maximum amount for CEU (Continuing Education Units) and certificate courses per fiscal year is \$4,500.
 - e. The CEU's must be in the employee's professional occupational area and must be approved by appointing authority ahead of time. Written documentation noting Appointing Authority pre-approval is required (e.g. email, memo, signed and dated AR Form 1450-44A) in order to be eligible for reimbursement.
 - f. The lifetime maximum for a full-time employee is \$50,000 and the lifetime maximum for a part-time employee is \$25,000.
- 5. Courses do not have to be related to the eligible employee's occupation or field of work, but do have to be for the benefit of the employee and the agency. Eligible employees are encouraged to participate in degree programs, but such enrollment is not required to be eligible for tuition reimbursement. Vocational or trade programs from an accredited college are also eligible for tuition reimbursement.
- 6. Courses may be taken in residence, on-line, or any type of distance education learning program offered by accredited institutions, such as tele-courses and online courses. with preference for state institutions of higher education. The Department of Education has a link to verify accreditation at:

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http://ope.ed.gov/accreditation/Search.aspx. It is the responsibility of the employee to ensure the institution is accredited. An accredited college or university for Colorado may be defined as, "a participating private institution of higher education or a state institution of higher education," that is recognized by the Colorado Department of Higher Education (per C.R.S. 23-18-102 (7)." A list of eligible Colorado colleges and universities are available at: https://highered.colorado.gov/Data/InstSelect.aspx?type=Public&type=Public.

7. Continuance of this program is subject to available funding and appropriation. The Tuition Reimbursement Program may be changed or discontinued at any time at the executive director's discretion.

V. RESPONSIBILITY

A. The chief human resource officer will review this AR annually and update as necessary.

VI. AUTHORITY

- A. Long Appropriations Bill Headnote Personal Services.
- B. State of Colorado Fiscal Rules, Rule 2-5, §3.1.4.

VII. HISTORY

December 6, 2022

October 1, 2020

March 15, 2019

March 15, 2018

March 1, 2017

June 15, 2015

April 1, 2015

November 5, 2014

April 1, 2012

March 15, 2009

March 15, 2008

March 15, 2007

March 15, 2006

March 15, 2005

October 15, 2004

ATTACHMENTS:

- A. AR Form 1450-44A, Tuition Reimbursement Request Form (Actual form located on DOCNET as a .pdf fillable form)
- B. AR Form 100-01A, Administrative Regulation Implementation/Adjustments

Please complete the .pdf fillable form located on DOCNET>Human Resources>Forms TUITION AND CONTINUED EDUCATION REIMBURSEMENT FORM Each request must be submitted for approval within 30 calendar days of receiving final grade or certificate

PART I - EMPLOYEE	INFORMATION					
Name (Print): Facility/Unit:		Employ			_	
	olete Home Mailing Address: Work Phone Number: Part Time					
PART II - COURSE W	VORK					
Name of Institution	on of College:					
Course Informati	on (GRADE REPOR	T AND COURSE DATE	ES MUST BE AT	TACHED):		
Course(s) - Nu	imber and Title	Start/End	d Date	# of Credit Hou	ırs Earned	Grade
	ŘEQUESTED REIMI	BURSEMENT AMOUN'		VA benefits, grants re-	ceived, etc.)	
PART IV - CONTINUI	NG EDUCATION U	NITS (CEUs)			1	
Class Name/ Certification		Start/End	Start/End Date		Co	ost
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Attachment A

ADMINISTRATIVE REGULATION IMPLEMENTATION/ADJUSTMENTS

AR Form 100-01A (04/15/08)

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(FACILITY/WOR	OK LINIT NAME)				
WILL ACCEPT A	AND IMPLEMENT THE	PROVISIONS OF T	HE ABOVE ADMI	NISTRATIVE REG	ULATION:
[] AS WRITTEN	[] NOT APPLICABLE	[] WITH THE FOL OF THE AR	LOWING PROCED	OURES TO ACCOM	PLISH THE INTENT
(SIGNED)				(DATE)	

Administrative Head