



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

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

1. 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](mailto: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



