

Date 03/04/2011

**Environmental Management Consolidated Business Center (EMCBC)****Subject: Continuing Academic Education Reimbursement Policy**

POLICY STATEMENT

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Human Resources

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**1.0 PURPOSE**

The purpose of this document is to establish the Environmental Management Consolidated Business Center (EMCBC) policy on continuing academic education reimbursement which supports the agency mission, by developing relevant employee competencies and fosters employee self-improvement, by creating a work environment that promotes continuous learning helps employees and supervisors maintain or improve job performance related to the goals and objectives of the organization.

**2.0 POLICY**

Pending the availability of funds and the approval of management, the EMCBC will pay a maximum of \$2,500 dollars per fiscal year per employee for approved continuing education activities (i.e., undergraduate and graduate level college courses taken from nationally accredited colleges, universities, or technical schools onsite and offsite). The total funding by fiscal year per employee is \$2,500 dollars, pending availability of funds.

The employee must register for the course(s) and obtain approval within the Corporate Human Resources Information System (CHRIS) Workflow prior to registering for classes at the institution for higher learning. Within 30 calendar days of completion of the coursework, employees must submit a copy of their statement of account or bill along with a grade report to validate attendance and grade requirements for reimbursement.

*Reimbursement grade requirements for educational courses are in accordance with DOE Order 360.1C, which requires a "C" or better for undergraduate courses and "B" or better for graduate courses.*

This policy recognizes that certain positions and/or employee's job duties require employees to maintain certain professional credentials (i.e., professional certification requirement, etc). In these cases, supporting documentation should be in the employee's official position description, performance appraisal or improvement plan. Therefore, the EMCBC will reimburse all costs associated with this training separate and apart from the \$2,500 cap mentioned above subject to prior approval of the Director and the availability of funds.

### 3.0 APPLICABILITY

- 3.1 All EMCBC staff members will adhere to this policy.
- 3.2 This policy is not applicable to EEO Settlements, other legal binding agreements and/or training agreements authorized by the EMCBC Director under Merit System Principles.
- 3.3 If applicable, in accordance with 5 U.S.C. 4108 (a) (1) and DOE Order 360.1C, a Continued Service Agreement, must be required for each training activity that exceeds 160 training hours.

### 4.0 REQUIREMENTS

- 4.1 5 USC, Section 2301 (Merit Systems Principles)
- 4.2 5 U.S.C. §4103 et seq., Statutory Authority for Federal Employee Training Programs.
- 4.3 5 CFR 410, “Training”
- 4.4 DOE O 360.1C, “Federal Employee Training”

**EMCBC RECORD OF REVISION****DOCUMENT – PS-360-01, Continuing Academic Education Reimbursement Policy**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
1	Original Issue	All	03/04/11