

Management System: Office of Human Resources

Subject Area Description: Employee Training and Development

Policy: Continuing Academic Education Reimbursement

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Subject Matter Expert: Natalie Younger

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Revisions: 2

1.0 Purpose

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

2.0 Scope & Applicability

All EMCBC staff members will adhere to this policy. This policy is not applicable to Equal Employment Opportunity (EEO) Settlements, other legal binding agreements and/or training agreements authorized by the EMCBC Director under Merit System Principles.

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.

3.0 General Information

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 undergraduate activities and a maximum of \$5,000 dollars per fiscal year for approved graduate level activities/college courses taken from nationally accredited colleges, universities, or technical schools onsite and offsite.

The employee must register for the course(s) and obtain supervisory 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 receipt evidencing payment by employee to the Training Department, 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 or \$5,000 caps mentioned above subject to prior approval of the Director and the availability of funds.

4.0 Requirements

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

EMCBC RECORD OF REVISION

DOCUMENT TITLE: Continuing Academic Education Reimbursement Policy

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

I Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

I Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Original document with new format	All	11/8/2013
1	Reformatting of PS-360-01 to conform to revised template requirements	All	6/22/2015