

<i>Title:</i>		<i>Policy No.</i>
Tuition Reimbursement		4.1
<i>Effective / Revision Date</i>	<i>Approvals:</i>	
July 2024	Rachelle Van Cleave, HR Director	

I. Overview

This policy establishes basic parameters for the request and approval of Tuition Reimbursement to the employees of NDOT.

II. Definition

N/A

III. Related Forms

NDOT Form 689: Expense Reimbursement Form

NDOT Form 384: [Application for Tuition Reimbursement Form](#)

IV. Policy / Procedure

Tuition reimbursement is designated to assist permanent employees (part time or full time) in an active working status in pursuit of a technical, associate, undergraduate degree, graduate degree, and to those want to improve their skills or knowledge in order to achieve their higher goals and benefit the Agency. Full-time permanent employees will receive up to 100% tuition reimbursement, and PT employees will be reimbursed on a pro-rated basis determined by the number of hours regularly scheduled per week. Final approval for tuition reimbursement will be made by a Human Resources Representative after reviewing the submitted forms or other requested documents for conformance to the policy.

Tuition reimbursement may be granted for successful completion of courses at an accredited university, college, technical school, business school or community college. Successful completion shall mean a grade of “C” or better for courses where a grade is awarded, or “pass” for pass/fail courses.

Tuition reimbursement rates will be determined by the following criteria:

- Tuition for in-state institutions may be reimbursed at a rate of up to 100% for classes towards an undergraduate/graduate degree after submitting required documentation of course completion and a final grade report.
- Out-of-state tuition may be reimbursed at up to 100% of the rate charged by the University of Nebraska-Lincoln for equivalent in-state undergraduate/graduate degree after submitting required documentation of course completion and a final grade report.
- Tuition for on-line institutions or programs may be reimbursed at up to 100% of the rate charged by the University of Nebraska-Lincoln for equivalent online undergraduate/ graduate study after submitting required documentation of course completion and a final grade report.

Financial assistance may be approved for tuition only. Reimbursement will NOT be provided for the following:

- (1) Books, travel, meals, supplies or other miscellaneous expenses.
- (2) Lab fees, activity fees, online fees, or miscellaneous fees.
- (3) Fees associated with testing, licensing, or certification.
- (4) Exam preparation classes for the purpose of certification or licensing

Employees who are eligible for tuition reimbursement through other sources, such as scholarships, the National Guard or PELL grants, must use those benefits first. If the cost is more than the amount reimbursed by other sources, the Agency may reimburse up to 100% of the remaining tuition cost. In no case will the employee be reimbursed for more than the actual tuition cost.

All permanent full-time and part-time employees in an active working status are eligible to request tuition reimbursement.

Any employee, whose tuition assistance (all or part) has been paid, who leaves employment within one (1) year of reimbursement, may be asked to reimburse the state on a pro-rated basis.

Courses taken during non-working hours are preferred. For an employee to attend a course during working hours, their work schedule must be arranged with the Supervisor/ Manager and Division Head/District Engineer. The work schedule must be approved by the Division Head/District Engineer and should be attached to the Application for Tuition Reimbursement Form (NDOT Form 384) when forwarded for approval. If schedule adjustment results in an employee working less than full-time, the reimbursement amount may be reduced to represent the new FTE designation. Time spent attending classes or working on course requirements is not considered worktime. If an employee wishes to use accrued vacation leave or compensatory time to attend classes or work on course requirements, they may do so with their supervisor's permission.

V. Responsibilities of Employee

To request tuition reimbursement, an employee must complete and submit the Tuition Reimbursement Request Form (NDOT Form 384) prior to the start of the course or at the time of hire. The Tuition Reimbursement Request Form should be submitted to the employee's immediate Supervisor and Division Head/District Engineer for authorization. Completed forms should then be forwarded to Workforce Development where it will be reviewed by the NDOT Human Resources Administrator for final approval. Failure to obtain written pre-approval may result in denial of the request.

After completion of the approved course(s), the employee shall furnish the following to Human Resources within 45 days of course completion:

- The final grade report with a grade of C or better or pass for pass/fail courses. An itemized receipt/invoice from the educational institution the employee attended which distinguishes the specific amount of tuition paid from any charges for fees, books or materials, along with a completed Expense Reimbursement Form (NDOT Form 689). A canceled check or bank or credit card statement is NOT an acceptable substitute for an itemized receipt.
- Proof of tuition cost per credit hour.
- The original approved Tuition Reimbursement Request Form (NDOT Form 384), with the final post-course signatures included.

These documents shall be furnished to Human Resources through upload into OnBase, directing approval to the following individual:

Sanela Dizdarevic, sanela.dizdarevic@nebraska.gov

VI. Responsibilities of the Supervisor

Supervisors should ensure employees are informed about the Tuition Reimbursement Benefit, assist in completing the NDOT Form 384, and answer questions as needed.

Approved tuition reimbursement forms will be forwarded to Workforce Development and reviewed by the Human Resources Representative for a final approval decision **PRIOR TO THE START OF THE CLASS.**