

University North Texas at Dallas	Chapter 5
5.046 Employee Doctoral Educational Reimbursement	Human Resources

Policy Statement.

The University of North Texas at Dallas (UNT) provides Faculty and Staff (Employee) training and education opportunities within the availability of funds and as authorized under the State Employees Training Act. Such training or education must be related to the duties or prospective duties of the Employee. Programs for the training and education of Employee materially aid effective state administration and public money spent on those programs serves an important public purpose.

Application of Policy.

This policy applies to all UNTD Employees who are full-time and eligible for benefits who incur tuition costs for doctoral programs on or after **September 1, 2021**.

Definitions.

- **Training.** “Training” means instruction, teaching, or other education received by a state employee that is not normally received by other state employees and that is designed to enhance the ability of the employee to perform the employee's job.
 - The term includes a course of study at an institution of higher education or a private or independent institution of higher education as defined by Section 61.003, Education Code.
 - The term does not include training required either by state or federal law or that is determined necessary by the agency and offered to all employees of the agency performing similar jobs.

Policy and Responsibilities

UNT will:

- Provide the eligibility requirements for the training and education program.
- Set forth the obligations assumed by Employee who engage in training and development programs.
- Provide the process by which Employee receives reimbursement for tuition payments.
- Provide a process by which the President will authorize reimbursement of tuition payments. The President must authorize all tuition reimbursement payments.

- Have authority to contract with another institution to train or educate Employee.

Manager (Supervisor) will:

- Be responsible for the training and development of all employees and be responsible for:
 - Maintaining appropriate departmental training records and files for Employee participation in training programs; and
 - Ensuring training and development programs relate to Employee member's duties or prospective duties following training.

Employee will:

- Agree to maintain satisfactory employment one year from the date of the reimbursement payment or pay 50% of the reimbursement amount upon the date of voluntary termination if employee receives over \$2,000 in reimbursements in a fiscal year.
- Be liable to UNTD for any costs incurred in obtaining payment, including reasonable legal fees.

Eligibility Requirements

- Training and education must relate to expectations of Employee's current or future job duties. To be eligible for reimbursement an employee must meet the following requirements:
 1. Completed 12 months of full-time employment with UNTD before beginning the course of study.
 2. Not received any formal disciplinary actions during the twelve (12) months preceding request for tuition reimbursement.
 3. At least a satisfactory rating on the most recent performance evaluation.
 4. Be employed at the time of reimbursement.

Reimbursement Requirements

- Only doctoral program tuition and associated academic fee expenses from an accredited institution of higher education (public or private) will be reimbursed (including online courses and non-degree credits).
- Tuition expenses and associated academic fees for a doctoral program or course will be reimbursed upon successful completion of the program or course.
- Employee is eligible for an amount not to exceed the equivalent cost of two UNTD 3-hour graduate level courses, subject to departmental funds.
- Employee receiving external funding from another entity (i.e., scholarships, GI Bill, other organizations) may only submit allowable expenses, as defined above, not covered by the external-funding agents.
- Criteria that define successful completion of the course and other limitations on expenses covered under this policy follow below:

- For all courses or programs, “successful completion” means earning a grade of at least “C” or for alternative grading methods (i.e. Pass/Fail), the grade that gives credit for the course.
- Completed Employee Educational Reimbursement Application and required documentation (current job description, course description, final transcript or certificate of completion, and student bill) must be submitted within 60 days of course completion.

Reference & Cross-References.

- Applicable Laws, Rules and Regulations:
 - Texas Government Code, § 656.041-656.104
- Related Policies and Procedures:
 - 5.046 Employee Doctoral Educational Reimbursement Procedures

Form & Tools.

- Employee Educational Reimbursement Application

Revision History.

Responsible Office:	Human Resources
Responsible Officer:	Executive Director of Human Resources
Initial Approval Date:	06/14/2021
Current Effective Date:	06/14/2021
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