



NDE COLLEGE COURSEWORK REQUEST

Please fill out the information below and send to nde.hr@nebraska.gov to initiate your request to take college coursework. HR will then process the request and send through the approval process. Coursework must be approved prior to course start date.

Employee Name: _____ Date of Request: _____

Covered by: Personnel Rules NAPE Agreement | NDE Office: _____

Work Schedule (e.g., 8-12 & 12:30-4:30): _____

Request Type (Choose Option A, B, or C)

Option A: Take course on work time (Note: Job-related or non-job-related course)

Have you previously received approval to take coursework on work time during the current calendar year?

No Yes

If yes, indicate the number of credit hours _____

Work time needed for class and related travel (e.g., 9-11 a.m. MWF): _____

Total hours per week _____

Option B: Reimbursement for course on non-work time (Job-related course only. Subject to funding availability)

Has NDE reimbursed tuition during the current calendar year?

No Yes

If yes, indicate the number of credit hours _____

Estimated costs:

Tuition _____

Fees* _____

Books _____

Total _____

Option C: Directed to take a job-related course (Subject to funding availability)

Attach documentation of directive from supervisor, including rationale for the request, and Office Administrator approval.

Work time needed (e.g., 9-11 a.m., MWF): _____

Total hours per week: _____

Estimated costs:

Tuition _____

Fees _____

Books _____

Travel _____

Other _____

Total _____

COURSE INFORMATION

Title of Course: _____

You must attach a printout of course information from the web or course catalog to document course name, course number, description, time/dates of class, number of credit hours, and estimated costs.

Course and Cost Documentation Attached: Yes No

Option B or C: Attach an explanation of how the course is job-related **Explanation attached:** Yes No

Course Dates (e.g., Aug. 25 – Dec. 15, 20XX): _____ to _____

Course Time (e.g., MWF, 8-9 a.m.): _____ Online Course

Number of Credit Hours: _____ Quarter Basis Semester Basis

NOTE: The determining factor for whether credit hours are on the quarter or semester basis is not the timeframe within which the course is delivered (e.g., 8 weeks, 16 weeks), but the basis on which the credit is awarded by the postsecondary institution (i.e., semester or quarter).

Name of College/University: _____ Campus location: _____

All payment of coursework reimbursement is the responsibility of the employee's program, section, or office.

The policies and procedures for college coursework and requests for reimbursement are on the following page.

By submitting this request, employees acknowledge they have read and agree to the policy and procedures.

Employee Acknowledgment: _____

POLICIES AND PROCEDURES FOR REQUEST TO TAKE COLLEGE COURSEWORK ON WORK TIME AND REQUESTS FOR REIMBURSEMENT

Option A: College Course on Work Time. (Job-related or non-job-related course) Employees may request approval to take up to seven (7) credit hours each calendar year from postsecondary institutions that award credit on a semester basis, or nine (9) credit hours each calendar year from postsecondary institutions that award credit on a quarter basis, but no more than four (4) credit hours may be taken in any one semester (or 4.5 credit hours in any one (1) quarter) during normal duty hours without loss of pay. Employees may attend class as part of regular work time. Depending on the distance and location, travel time may also be considered regular work time. Prior approval for coursework and related travel on work time must be obtained from the immediate supervisor, Office Administrator or Commissioner's designee, and Deputy Commissioner. Any additional credit hours may be scheduled outside the normal work day as long as they do not interfere with the efficient performance of the employee's duties. (Source: NAPE/AFSCME Agreement Article 12.1 and Personnel Rules Chapter 15, §006.01)

At the conclusion of the course, the employee must submit a copy of the course grade report to his/her supervisor and HR.

Option B: Reimbursement for Course on Non-work Time. (Job-related course only) Funding permitting, and with the prior approval of the supervisor, Office Administrator, Human Resources, and Deputy Commissioner, an employee may take a limited number of hours of college coursework on non-work time and be reimbursed for any portion of the tuition cost in addition to mandatory course fees* and books. If the class schedule overlaps work hours, the employee must submit with the original request an adjusted work schedule or document the vacation leave to be taken. The employee will be notified of the approved amount of reimbursement prior to the beginning of the course. Employees may be eligible to receive tuition reimbursement for not more than seven (7) semester credit hours each calendar year or nine (9) quarter credit hours each calendar year for job-related courses. Job relatedness shall be determined by the Deputy Commissioner, whose decision shall be final. Eligibility for reimbursement requires: 1) a course grade of "C" or better for undergraduate courses, or 2) pass for pass/fail courses, or 3) a course grade of "B" or better for graduate courses, and 4) proof of payment or a deferred payment agreement with the postsecondary institution. Employees who receive tuition reimbursement will be required to reimburse the Agency if they voluntarily leave their employment with the Agency within one year of the course completion date. (Source: NAPE/AFSCME Agreement Article 12.2 and Personnel Rules Chapter 15, §006.02). Employees required to reimburse the agency will have the full amount deducted from their final paycheck.

Reimbursement Documentation At the conclusion of the course, the employee must submit the following documentation to HR in order to request approval for reimbursement:

1. Copy of the previously approved *College Coursework Request* form,
2. Course grade report reflecting a course grade of "C" or better for undergraduate courses; or a "pass" for pass/fail courses; or a "B" or better for graduate courses,
3. An itemized statement of course costs (i.e., tuition, books, and fees*),
4. Proof of payment for course costs or a deferred payment agreement; and
5. Original receipt documenting textbooks purchased for the course.

Upon receipt of the documentation above, HR will route for approvals. Once received, the employee must submit their approved reimbursement request documentation via QE2 for reimbursement. According to state law, expense reimbursements must be submitted within 60 days of the cost accrual (i.e., course end date). All payment of coursework reimbursement is the responsibility of the employee's program, section, or office, as applicable.

Option C: Directed to Take a Job-Related Course. Funding permitting, and with prior approval of the Office Administrator and Deputy Commissioner, a supervisor may direct an employee to take a job-related course at an education facility if the course addresses an identified skill deficit, or will directly improve the incumbent's ability to perform current job duties. Job relatedness shall be determined by the Deputy Commissioner, whose decision shall be final. If directed to take a course, NDE will pay for all costs of the course including tuition, books, mandatory fees*, and associated travel costs. Travel to attend such courses shall be treated as travel for the agency and will be considered work time. (Source: NAPE/AFSCME Agreement Article 12.3 and Personnel Rules Chapter 15, §006.03.)

At the conclusion of the course, the employee must submit a copy of the course grade report to his/her supervisor and HR.

Online Coursework. Reimbursement for online coursework may be allowed if the course is job-related. Online courses may not be taken on work time unless dedicated online sessions with the instructor, or related to the class, are required as specified by a course catalog, syllabus, or other documentation. Employees may use Agency computers, Internet access, printers, and office supplies for online courses and related homework if the employee has been directed to take a job-related course for professional development per NAPE/AFSCME Agreement Article 12.3 or Personnel Rules Chapter 15, §006.03, or if an employee elects and receives supervisory approval to take an online course available through the State's Employee Development Center - Learning. If employees *voluntarily* take an online postsecondary or other educational or vocational course, the Agency's computers, Internet access, printers, and office supplies may not be used.

*Mandatory course fees include fees charged to help pay for the facilities/services provided such as library, technology, facilities, and distance education. Fees incurred due to application, late registration, convenience fees, ID card fees, and other late fees do not apply and are the responsibility of the employee/student.