
WEST VIRGINIA DEPARTMENT OF ADMINISTRATION

EDUCATION EXPENSE REIMBURSEMENT/LEAVE PROGRAM

- I. PURPOSE:** The purpose of this policy is to establish an Education Expense Reimbursement and Leave Program (EERLP) for the West Virginia Department of Administration to authorize leave and reimbursement of certain educational expenses for employees for qualifying job-related training/education. This policy is established according to the provisions of the policy of the West Virginia Division of Personnel's *Education Expense Reimbursement/Leave Program Policy*. The terms, conditions, and provisions of the West Virginia Division of Personnel's *Education Expense Reimbursement/Leave Program Policy* are hereby incorporated by reference.
- II. GENERAL POLICIES:** The West Virginia Department of Administration (Department) recognizes and appreciates the potential benefits to the Department of establishing and maintaining a program by which Department employees may be authorized leave and/or reimbursed for certain expenses incurred for attaining additional job-related training or education. The following procedures and guidelines are for the purpose of establishing a standard system of evaluation and authorization for leave and reimbursement of expenses for job-related training or education within all agencies of the Department of Administration. Agencies within the Department may establish standards more restrictive than provided herein, but not less restrictive. The initial evaluation and authorization of requests for leave and/or reimbursement of expenses as well as the establishment of limits to leave and reimbursement amounts remain within the discretion of each agency. Any authorization of reimbursement is an obligation of the spending unit.
- III. POLICY:**
- A. EERLP Selection Committee: establishment, duties.
1. The Cabinet Secretary will appoint a Department of Administration EERLP Selection Committee (Committee), which will be comprised of three employees, two of whom are supervisors/managers, and one of whom is a line employee. No two members may be from the same division of the Department.
 2. The Committee will establish program application deadlines at least annually and communicate those deadlines to all agencies within the Department of Administration.
 3. The Committee will meet immediately following established program application deadlines to evaluate applications submitted. The Committee, at its discretion, may continue to accept and evaluate applications beyond established deadlines.
 4. The Committee will make recommendations to the Secretary of the Department based on its evaluations conducted in accordance with the West Virginia Division of Personnel's *Education Expense Reimbursement/Leave Program Policy*.
 5. The Cabinet Secretary will notify each agency head of the final decision regarding his or her application for educational expense reimbursement within 30 calendar days of the application deadline, or the application submission date, if later than the deadline.
 6. The Committee will calculate the maximum reimbursement rate annually as provided in Section D and will communicate that rate to all agencies within the Department of Administration.

B. Evaluation Criteria

1. The Committee will evaluate applications based on the direct relationship of the class or program to maintaining or improving the employee's performance of his or her existing responsibilities. In establishing this relationship, the Committee will give great deference to the recommendation of the agency head.
2. The Committee may request additional information from the agency head for its evaluation of any application.

C. Eligibility requirements and reimbursement procedures are those provided in the West Virginia Division of Personnel's *Education Expense Reimbursement/Leave Program Policy*.

D. Reimbursement Limitations

1. In addition to the limitations provided in the West Virginia Division of Personnel's Education Expense Reimbursement/Leave Program Policy, educational expense reimbursement shall be limited to an amount equivalent to actual expenses up to 100% of tuition and mandatory fees at a public college or university in West Virginia; an adult vocational, trade, or business school; or a nationally accredited program of instruction or certification that is necessary for an applicant to maintain, improve, or upgrade a license or accreditation that is required to perform his or her current job.
2. Employees are encouraged to pursue classes and programs offered by institutions under the jurisdiction of the West Virginia Higher Education Policy Commission ("the WVHEPC"). If an employee takes a class or program offered by any other provider, then reimbursement will be capped at an amount equivalent to the lowest cost of an equivalent class or program offered by institutions under the jurisdiction of the WVHEPC. If an employee takes a class or program not offered by any institutions under the jurisdiction of the WVHEPC, then the amount of reimbursement will be left to the discretion of the agency head, the EERLP Selection Committee, and the Cabinet Secretary.
3. Agencies within the Department may establish reimbursement limits less than 100% of the cost of tuition and mandatory fees as well as "lifetime" maximum reimbursement levels.
4. In addition to those items specifically excluded from reimbursement in the West Virginia Division of Personnel's Education Expense Reimbursement/Leave Program Policy, reimbursement may not cover payment of finance charges/interest; supplies; activities fees; program fees; or any other expense, fee, and/or cost deemed not normally associated with enrollment in a traditional course of instruction as determined by the EERLP Selection Committee.

E. Educational Leave Limitations

1. An agency head may grant an employee annual leave and/or personal leave without pay to permit the employee to pursue educational endeavors. Such leave must comply with the Division of Personnel's *Administrative Rule (W. Va. Code R. § 143-1-1, et seq.)*.
2. An agency head may authorize adjustments to an employee's work schedule to permit the employee to pursue educational endeavors.

3. If an employee has been granted educational reimbursement, the employee is required to work one month for each credit hour after completion of the course. If the employee fails to comply with this provision, the employee will be required to reimburse the agency as is required by the West Virginia Division of Personnel's *Education Expense Reimbursement/Leave Program Policy*.

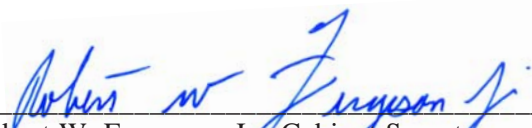
F. Any provisions not specifically addressed in this policy are those provided in the West Virginia Division of Personnel's *Education Expense Reimbursement/Leave Program Policy*.

IV. EFFECTIVE DATE: September 1, 2007.

V. LATEST REVISION: September 23, 2008.

V. POLICY NUMBER: DOA-P4.

Approved and Issued By:



Robert W. Ferguson, Jr., Cabinet Secretary
West Virginia Department of Administration

Date: September 23, 2008.