

Purpose

It is the purpose of the Indiana Management Performance Hub Tuition and Fee Reimbursement Policy to reimburse expenses for full-time MPH Employees who want to further their education in an effort to enhance their productive value to the MPH and/or to improve their opportunities for advancement within the MPH. Assistance for tuition and fees is contingent on the availability of funds for the Program and is not a fringe benefit or a guaranteed entitlement or condition of employment.

Applicability

This Policy is internal to the MPH and governs the Program which shall be available to Employees In Good Standing who have been an Employee of the MPH for at least six (6) months prior to the time of enrollment for the course(s).

Definitions

1. "Eligible Costs" means costs associated with tuition, required fees, required textbooks, preparatory coursework for certification or state licensure, and license or certification exam fees. Notwithstanding the receipt of a scholarship, costs must be born ultimately by the Employee and paid to an accredited educational institution, recognized certification institution, or vocational training institution. This term excludes costs for equipment, tax, entrance exams, enrollment, application, graduation, diploma, transcript, healthcare expenses or premiums, late fees, fines, penalties, parking, and travel.
2. "Employee" means an individual who is employed by the MPH on a full-time basis. This term does not include an individual who contracts with the MPH for personal services.
3. "In Good Standing" means that the individual's most recent performance appraisal includes an overall rating of "meets expectations" or greater. If no performance appraisal has yet been administered, no active work improvement plan may be in place.
4. "MPH" means the Indiana Management Performance Hub established by IC 4-3-26-8.
5. "MPH Leadership Team" means Employees at and above the second tier of reporting below the Chief Data Officer.
6. "Policy" means this *Indiana Management Performance Hub Tuition and Fee Reimbursement Policy*.
7. "Program" means the availability of tuition and fee reimbursement funds contemplated by this Policy.

Procedure

1. An Employee seeking reimbursement shall apply to his/her immediate supervisor. The supervisor shall analyze the course(s) for which the Employee is seeking reimbursement to determine whether reimbursement would be in accordance with the Purpose and scope of this Policy.
2. If, following review, the supervisor determines that Procedure 1 is fulfilled, the supervisor shall notify the MPH Leadership Team and shall provide all supporting documentation.

3. At least fifty percent (50%) of the MPH Leadership Team shall convene to review the supervisor's notification and supporting documentation and shall vote to approve reimbursement of Eligible Costs contingent on full compliance with this Policy. In addition to the supervisor's notification and supporting documentation, the MPH Leadership Team shall consider whether the course(s) further this Policy's Purpose statement. The list of eligible and ineligible costs in Definition 1 is not exhaustive—it shall serve as a guide to the MPH Leadership Team as it considers eligibility and ultimate compliance.
4. To be eligible for reimbursement, the Employee must receive a grade the equivalent of a B- or higher for undergraduate courses or a grade the equivalent of a B or higher for graduate courses; or, for either undergraduate or graduate work, a pass if the course is pass/fail.
5. After completion of the course(s), the Employee shall provide proof of the acceptable grade and proof of the total tuition and fee charges.
6. Reimbursement shall only be for Eligible Costs and in an amount not to exceed seventy-five percent (75%) of the total cost of the course(s). No Employee may receive more than \$5,250 in a fiscal year for reimbursement. Flat-fee term-based tuition shall be calculated using the total per-term cost. The reimbursement calculation shall not consider the Employee's receipt of a scholarship—the scholarship is an additional incentive to the Employee.
7. Following completion of the course(s) and receipt of all documentation noted herein, the MPH Leadership Team shall convene to make a final determination as to compliance and reimbursement. Such reimbursement shall be in accordance with the MPH Leadership Team's pre-approval, as required in Procedure 3, amended only based on compliance or noncompliance with the requirements of this Policy.
8. By accepting reimbursement by the MPH to the Employee under this Policy, the Employee agrees to remain an employee of the MPH for the 12-month period following the reimbursement. If an employee voluntarily resigns before the expiration of the 12-month period, the Employee agrees to repay the MPH a prorated amount of the total reimbursement with proration calculated by taking total dollar amount of reimbursement paid by the MPH to the Employee times the quotient of the number of days that have passed since reimbursement divided by 365.

Noncompliance

Violations of this Policy may result in denial of reimbursement, revocation of previously-approved reimbursement, and collections action by the state if amounts owed are not repaid.

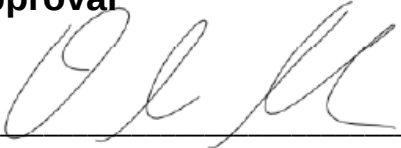
Other Requirements

No course attendance may take place during working hours unless the supervisor provides prior written approval. Courses must be taken for credit through an accredited educational institution or recognized certification or vocational institution.

Revision History

Version	Date	Name	Revision Description
1	8/6/18	Ted Cotterill	Initial version.

Approval



Chief Data Officer
State of Indiana