

Pro-Tech Continuing Education Reimbursement Guidelines

- A. Eligibility:
 - 1. As of January 1, 2006, employees covered by the TG/MB Professional and Technical agreements are eligible for \$400/year. All annual amounts to be pro-rated by the FTE the employee holds at the time of the reimbursement request.
- B. Use of Funds:
 - 1. Funds accrued in one calendar year may be rolled over for use into the following calendar year. Funds accrued in one calendar year must be used by the end of the following year. Amount of funds eligible for carry over is determined by the employee's FTE at the end of the calendar year (as of 12/31) and the amount already reimbursed in the calendar year. Funds accrued in a calendar year that are not used by the end of the following calendar year are forfeited.
 - 2. Funds may be used for work-related educational expenses to include, but not limited to: tuition, registration fees, travel expenses, books, journals and salary replacement for seminars attended on a regular work day.
 - 3. Reimbursement will be based on the FTE the employee holds at the time of the request and in accordance with the eligibility requirements listed in paragraph A, above.
- C. Requests for Reimbursement
 - 1. Reimbursement requests must be submitted no later than 30 days after the expense is incurred.
 - 2. Reimbursement requests must be submitted to HR on the approved form. Original receipts or other proof of payment for travel expenses, tuition, registration, books journals, etc., must accompany requests for reimbursement. Requests for salary reimbursement must include the manager/supervisor's signature to verify eligibility for pay for the day being requested. Salary reimbursement is subject to applicable payroll taxes.

SAMPLE CALCULATION:

Jane submits a request for \$150 in reimbursement on 2/2/2006. Jane is a 1.0 and thus eligible for the full \$400. Jane is reimbursed \$150, which leaves a balance of \$250. In June, Jane submits a second reimbursement request for \$150. Jane dropped her FTE to a .5 in May. Due to her reduction in FTE, Jane's eligibility is reduced proportional to her FTE. $0.5 \text{ FTE} \times \$250 \text{ remaining balance} = \125 .