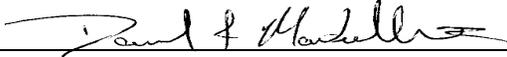


 <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE <b>Tuition Support for Part-Time Study</b>		NO. 2402
			DATE 07/17/2015
SUPERSEDES DIR# 2402 Dtd. 08/28/2014	DISTRIBUTION A	PAGES PAGE 1 OF 2	DATE LAST REVISED
REFERENCES (Include but are not limited to)	APPROVING AUTHORITY 		

- I. **PURPOSE:** All staff may be partially reimbursed for job and career-related courses and workshops, depending on their respective negotiating unit. There are separate guidelines for Council 82, PEF, CSEA, M/C, and NYSCOPBA employees. These guidelines stipulate the reimbursement rates, such as percentage of tuition costs covered and maximum limits, and are updated either annually or per the negotiated contract.
- II. **APPLICABILITY:** The employee submits an application through the Facility Training Contact to the Regional Training Lieutenant, who reviews and forwards it to either the Governor's Office of Employee Relations for the PEF, CSEA, and M/C Programs, or to the Training Academy for NYSCOPBA and Council 82.
- III. **POLICY:** Appeals for all programs must be submitted through the Office of the Director of Training to the respective reimbursement office.  
 Employees should be careful to follow specific directions on the applications, including deadlines, which are strictly enforced.  
**Job-related** is defined as any course which directly impacts the skills or ability of a person to carry out their current assignment.  
**Career-related** refers to courses which enhance the employee's promotion or transfer to career assignments within the State of New York.  
 Courses which promote an employee's outside income or are used for recreational purposes are ineligible.
- IV. **PROCEDURE:** Information specific to each negotiating unit, including reimbursement eligibility, rates, and forms, can be found online at the negotiating unit's website.
  - A. **Council 82:** [www.council82.org](http://www.council82.org)
  - B. **NYSCOPBA:** [www.nyscopba.org](http://www.nyscopba.org)
  - C. **PEF:** [www.pef.org](http://www.pef.org)
  - D. **CSEA:** [www.cseany.org](http://www.cseany.org)
  - E. **MC:** [www.nysomce.org](http://www.nysomce.org)
  - F. For all programs, attach an original receipt, not a copy, and keep in mind that the maximum amounts apply to the fiscal year (i.e., the Summer, Fall, and Spring semesters). Reimbursement rates should be updated on a yearly basis, according to the contract. For more information on tuition reimbursement guidelines, please visit the NYS Governor's Office of Employee Relations website, [www.goer.ny.gov](http://www.goer.ny.gov).

Addresses:

New York State Department of Corrections and Community Supervision  
Training Academy  
Attn: Tuition Reimbursement  
1134 New Scotland Road  
Albany, New York 12208

Governor's Office of Employee Relations  
Tuition Reimbursement Unit  
Corning Bldg. - 23rd Floor  
Albany, New York 12223