
 <b>NEW YORK STATE</b> <b>Corrections and Community Supervision</b>  <b>DIRECTIVE</b>	TITLE		NO. 2402
	<b>Tuition Support for Part-Time Study</b>		DATE 05/18/2022
SUPERSEDES DIR# 2402 Dtd. 11/01/18	DISTRIBUTION A	PAGES PAGE 1 OF 1	DATE LAST REVISED
REFERENCES (Include but are not limited to) ACA Expected Practices 5-ACI-1D-22, 2-CO-1D-09	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, which are updated either annually or per the negotiated contract.
- II. **POLICY:** The employee submits an application to the Office of Employee Relations for all negotiating units. 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.  
NOTE: Courses which promote an employee’s outside income or are used for recreational purposes are ineligible.
- III. **PROCEDURE:** Information specific to each negotiating unit, including reimbursement eligibility, rates, and forms, can be found online at the NYS Office of Employee Relations website, <https://oer.ny.gov/>. 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 Office of Employee Relations website, <https://oer.ny.gov/>.