

MISSOURI DEPARTMENT OF TRANSPORTATION

**PROCEDURES MANUAL
FOR PERSONNEL POLICIES**



Procedures for Policy Number and Title 6504, "Educational Assistance"	Effective Date of Procedures April 1, 2023
Approved By Ashley Halford, Human Resources Director, Signature on File	Supersedes Procedures Dated September 1, 2013

PROCEDURES

COURSE ENROLLMENT:

Prior to enrolling in a course, employees should complete the Educational Assistance Program Eligibility Checklist to ensure they qualify for reimbursement, that their learning institution qualifies as an accredited university, that the degree they are pursuing qualifies for reimbursement, and they meet all other requirements of the program.

1. The employee is responsible for ensuring that if they are between 18 and 26 years of age, and legally required to do so, they are registered with the Selective Service System prior to submitting their Educational Assistance Reimbursement Request and Repayment Agreement. Verification of registration status for Selective Service can be completed at <http://www.sss.gov/records.htm>. Forms for registration may be picked up at a local post office or accessed through the Internet at <http://www.sss.gov>.
2. By completing the Educational Assistance Program Eligibility Checklist, the employee is also obtaining confirmation from their supervisor that there are budgetary funds available for reimbursement.

The district/division/office is responsible for approving any adjustments to an employee's work hours but should only do so as long as it does not create an undue hardship on the work unit. If the work hours are adjusted, the eligible active employee must make up the time absent from work on the same day the absence occurs, or take accrued annual leave or compensatory time

3. The Human Resources Division, Central Office, is responsible for notifying the districts/divisions/offices when the University of Missouri (MU) rates change.

COURSE COMPLETION:

1. An eligible active or inactive employee requesting reimbursement must complete and submit an Educational Assistance Reimbursement Request and Repayment Agreement to Central Office HR-Employment within 60 days of receiving a grade report. If the form is not received within 60 days, it will result in a denial of reimbursement. The following documents must be attached to the form:
 - A. A copy of the detailed invoice/statement showing full payment (it may also be necessary to include a copy of the payment receipt if the statement does not show payment).
 - B. An official notification of the grade. Reimbursement for grades of A will be reimbursed at 100 percent, B at 75 percent, and C, or "pass" (if course is graded pass/fail) will receive 50 percent reimbursement of the eligible amount. Grades D, F or "fail" (if course is graded pass/fail) are not eligible for reimbursement.

Reimbursement will be granted at the rate outlined above, for the actual tuition cost per credit hour at the school they are attending or the current MU cost per credit hour, whichever is lower.
 - C. A copy of any material related to the amount of financial aid received.
2. The Educational Assistance Reimbursement Request and Repayment Agreement form must contain all necessary signatures as required and all documentation listed in Sections A thru C of the form. Failure to sign the form will result in a denial of eligibility for tuition reimbursement. An eligible active or inactive employee must include information regarding scholarships, grants, or other financial aid received (not including personal or student loans) on the application form. Such amounts will be subtracted before reimbursement is determined. Failing to notify the department of scholarships, grants, or other financial aid could result in discipline up to and including termination.

FORMS

[Educational Assistance Reimbursement Request and Repayment Agreement](#)
[Educational Assistance Program Eligibility Checklist](#)