



Jim Pillen, Governor

MEMORANDUM

May 2, 2023

A handwritten signature in blue ink that reads "Kevin Workman".

TO: Agency Heads

FROM: Kevin Workman
State Personnel Director, Department of Administrative Services

SUBJECT: Tuition Assistance Program for Rules Teammates

NOTICE

This guidance document is advisory in nature but is binding on the Nebraska Department of Administrative Services until amended. A guidance document does not include internal procedural documents that only affect the internal operations of the Department of Administrative Services and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. See Neb. Rev. Stat. § 84-901.03

The purpose of this memorandum is to extend the Tuition Assistance Program outlined in Article 20 of the NAPE/AFSCME Labor Contract ("NAPE Contract") to teammates covered by the Classified System Personnel Rules and Regulations ("Personnel Rules").

Neb. Rev. Stat. § 81-1317 grants the State Personnel Director authority to establish programs and otherwise adjust terms and conditions of employment for teammates not covered by collective bargaining agreements, in order to make such terms and conditions of employment

more consistent with those of such covered teammates or otherwise address changes arising out of collective bargaining. This memorandum is issued pursuant to that authority.

Tuition Reimbursement Program

Effective 12/21/2021, teammates can enroll in university or college, vocational technical school or extension courses. The course may be by correspondence or attendance at classes during non-working hours or during working hours with approval of the Agency Head and/or his/her Designee. Where practicable, in relation to work requirements, the Employer shall be liberal with the approval of requests for accrued/unused vacation leave, flex-time scheduling, compensatory time, or leave without pay for the purpose of enabling employees to attend classes conducted during a teammate's regularly scheduled work hours.

Teammates participating in this program shall, prior to class starting date, submit a "request for tuition assistance" to the Agency Head and/or his/her Designee for approval. Financial assistance shall be for tuition only. Eligibility for tuition reimbursement requires a course grade of "C" or better, or pass for pass/fail courses.

The Employer may reimburse the teammate for 50% to 100% of tuition for approved job, career related, or degree required courses. For teammates with the same job title, and performing the same work, the determination shall be the same for the same or similar courses during the term of this Contract.

Teammates eligible for other educational reimbursements through other governmental programs shall use these programs first. If the cost of an approved course is more than the amount available from other sources, the Employer may reimburse the teammate for up to 100% of the difference for tuition costs only.

Teammates who receive tuition assistance may be required to reimburse the Employer if they voluntarily leave their employment within one year of the course completion date. However, teammates who are laid off or terminated by the Employer shall not be required to repay tuition assistance received.

Kevin Workman, Director

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