

Academic Assistance

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§ 1. Purpose

The Office of State Human Resources recognizes that the academic assistance program is for workforce planning and development. It provides a tool for managers and employees to support academic activities that directly relate to the organization’s identified knowledge, skills, and behaviors (organizational competencies), and which support the mission, vision, and values of the Office of State Human Resources.

The academic assistance program provides reimbursement of academic costs if funds are available at the agency level, and/or time off the job if the course is available only during working hours.

§ 2. Procedure

Discuss proposed course with supervisor to ascertain that it is job related and eligible for reimbursement. Reimbursement includes required academic costs normally charged to all

enrolled students and is not to exceed the maximum charged by the University of North Carolina.

Any course must be taken on your own time unless it is not available after working hours.

You must complete Section I of the Application for Educational Assistance (PD-136) and, after approval by supervisor, submit to the OSP Personnel Officer for agency approval prior to start of course. One copy will be returned to you upon approval.

A separate form must be completed for each course.

Upon completion of course, attach receipt and course grade or verification of satisfactory completion to approved application and forward to OSP Personnel Officer for agency reimbursement approval.

Reimbursement must be requested within 30 days of course completion.

§ 3. Non-Reimbursable Expenses

Reimbursement shall not be made for:

- Charges specifically related to processing or receiving continuing education units (CEUs);
- Application, examination, and graduation fees;
- Transportation costs; or
- Textbooks and supplies.

§ 4. History of this Policy

Date	Version
September 3, 2008	First version
August 5, 2021	Reformatted and updated with SHRC