

Chapter 12 TRAINING AND DEVELOPMENT/TUITION REIMBURSEMENT

12.01 Employer-Directed Training or Courses

Policy: UW-Madison campus may authorize payment for coursework or training under circumstances, as outlined below for classified permanent and project employees with half-time or greater appointments. Colleges or Divisions may also have procedures that should be consulted. **All training activities must have prior approval from the College or Division before the employee participates.**

Employer-Directed/Required Training or Course Work (Necessary for Successful Performance of Current Duties). In some cases, training or course work may be required of the employee by the supervisor as part of employment duties. Such training is directly and immediately related to the work needs of the unit and is fully funded by the employer on University time. Such employer-required training (other than recognized on-the-job training programs) is usually of brief duration and is not recurring or extensive

Payment Procedures In all instances of employer-directed/required training or course work, the instructional fees should be paid by the unit when the employee registers, not after completion of the course.

UW-Institutions Payments for employer-directed/required training or course work at any UW institution should be made via an internal requisition. If the training or course work is done at a UW institution other than UW-Madison, the requisition should include a notation: "Please issue check for payment."

External vendors Payment for employer-directed/required training or course provided by an external vendor is typically accomplished via an external requisition. However, consult with your Dean/Director's office regarding employing unit policies or procedures.

All requisitions should be routed through the Dean/Director's Office to the Business Office and include a notation: "This is employer-required course work or training."

For comparison to employer-authorized career-related reimbursement, refer to [Appendix 12A](#)

12.02 Employer-Authorized Career-Related Training or Courses

Policy Classified staff may take up to two (2) courses for up to 6 credits per semester (Fall, Spring, Summer). Classified employees may be reimbursed for up to 100% of tuition and fees upon successful completion of the course at the discretion of the employing unit. Approval must be obtained prior to the beginning of the course or training. Reimbursement will be made upon successful completion of the course. Successful completion of courses are graded using the traditional grading scale, which is defined as earning a grade of C or greater. Accredited institutions of Higher Education available for reimbursement will be determined by the employing unit.

Career-related coursework is considered undergraduate or graduate level courses and professional development courses which will qualify an employee for development within their current position or for advancement within the profession in which the employee is currently working, the current classification or classification series. Exceptions to this requirement may be

made at the employing unit's discretion on a case-by-case basis. Courses for personal enrichment do not qualify for reimbursement. The employee will attend the approved training or course on their own time, using either leave without pay or accrued compensatory time off for courses which fall within the employee's normally scheduled work day. Annual leave or make-up time within the same work week may be arranged if the supervisor or chairperson can show that the unit's work will not be affected adversely.

Refer to Appendix [12 A](#) for complete information.

Procedures Tuition and fees shall be reimbursed only upon successful completion of the pre-approved course if the employee is still employed. Books, supplies and travel costs are not reimbursed. Employees should follow divisional or departmental procedures for routing reimbursement requests.

Processing Note: Tuition is reimbursed through the e-Reimbursement system, using the "Other Non-Travel" expense type. This approved form, proof of successful completion of course work, and a receipt for tuition payment must be included when the expense report is submitted to the department's e-Reimbursement approver. The approver must replace account code 3101 and enter the account code of 2180, 2181 or 2184.

Grant Funds If tuition reimbursement is from grant funds, the Dean's Office must verify with Research Administration that this is an appropriate charge and that funds will be available.

Transfers and Terminations When an employee enrolls in a pre-approved course while employed by one department or division but completes the course after transferring to a different department, the two departments should come to an agreement as to how reimbursement will be made. Otherwise, the first department must fulfill its obligation. An employee must be employed by the University at the time the course is completed in order to receive reimbursement.