

IDAHO STATE POLICE PROCEDURE

04.06 PAYMENT OF COLLEGE TUITION AND TEXT BOOKS

A. General

The Idaho State Police (ISP) values a career of learning and continuous personal improvement. Employees are encouraged to seek out college classes in designing their career development plans. These guidelines provide an avenue for furtherance of an employee's career development, but do not obligate the department to pay for college tuition and text material, or to provide a flexible work schedule to accommodate class attendance. Employee reimbursement is limited to two classes per calendar year, one per semester. Tuition or textbooks cannot be paid through the state-issued purchasing card.

B. Payment of College Tuition and Textbooks

1. The employee must be a full-time employee with at least one year of service with the ISP.
2. The specific education objective must be a part of the employee's existing employee development plan.
3. The class must be directly related to the employee's current position and must maintain or improve skills necessary to the position.
4. The course may not be part of a program to qualify the employee for a new trade or business.
5. The employee must complete the class with a grade of "B" or better, or a "Pass" on a pass/fail system prior to reimbursement being made.
6. Supervisors may allow some flexibility in scheduling work time to accommodate attending class; however, employees are not paid for attending class or time spent on assigned homework.
7. Funds must be available in the program budget.
8. Reimbursement on an expense voucher is limited to one class at any given time.
9. Reimbursement for tuition costs is limited to the lower amount of either the highest tuition amount charged by any State of Idaho funded accredited University, or the actual cost incurred by the employee at any regionally accredited institution.
10. Prior approval of a class must be obtained in writing from your Major/Manager to ensure that the class meets the above guidelines.

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- a. Write a memo to your Major/Manager through your chain of command with the class name, the date the class starts, the estimated cost of the class and textbooks, and how this class pertains to your job and career development plan.
- b. A copy of the current employee development plan must be submitted with the request for approval.
- c. The Major/Manager approves or denies the request and returns all materials to the employee.

C. Employee Reimbursement

1. Reimbursement is made by submittal of an expense voucher, subject to the above approval process to the major/manager. Attach the prior approval memo, the documentation of the grade awarded, and documentation of the amounts paid to this voucher.
2. This form will be forwarded to the FSO for payment and the reimbursement will made through the payroll system.
3. Reimbursement is conditioned upon the employee remaining in the employ of the Idaho State Police for one year after completion of course, should the employee be dismissed for misconduct or resign voluntarily before the one year mark, employee shall repay the Idaho State Police 100% of reimbursed college expenses.