



**Office of
Employee Relations**



Education and Training Program for PBANYS-Represented Employees

**Program Guidelines
for
April 1, 2015, through March 31, 2023**

TABLE OF CONTENTS

A. Program Overview.....	1
B. Program Highlights	1
C. Employee Eligibility.....	2
D. Course Eligibility.....	2
E. Application Time Period	2
F. Release Time.....	3
G. Expenses Covered.....	3
H. Alternative Sources of Financial Assistance.....	3
I. Taxation of Employee Benefits (Reimbursements).....	4
J. Application Sources	4
K. Application Submission and Review Process.....	4

Education and Training Program Guidelines for PBANYS-Represented Employees

A. Program Overview

The Education and Training Program (ETP) is administered by the Agency Police Services Unit Joint Labor-Management Committee (JLMC) on behalf of the New York State/Police Benevolent Association of New York State, Inc., (NYS/PBANYS) Joint Labor-Management Committee (JLMC).

The ETP enables PBANYS-represented employees to maintain or improve job-related skills in their profession and gain the knowledge and skills necessary for promotional opportunities and career mobility within New York State service. The ETP provides eligible employees with reimbursement up to a State fiscal year (April 1 through March 31) maximum at any accredited college, university, or approved educational organization once the course has been successfully completed and payment has been made to the educational provider.

Qualifying courses must begin during the period of April 1, 2015, through March 31, 2023.

B. Program Highlights

The Education and Training Program:

- Provides reimbursement to current employees actively employed a minimum of half-time in a PBANYS-represented position for the duration of qualifying training and/or educational courses that begin on or after April 1, 2015, through March 31, 2023.
- Provides a pre-approval process. It is recommended that applicants seek pre-approval to ensure reimbursement eligibility.
- Is designed to reimburse applicants, up to a maximum State fiscal year allowance for eligible out-of-pocket expenses including registration, tuition, course-related textbooks, lab fees, and digital fees. See Section G for the maximum allowance for each State fiscal year under this program.
- Reimbursement is based on the satisfactory completion of the course; one must attain a grade of at least C. If the only option for the grading of a course is Pass/Fail, a grade of Pass will be accepted as evidence of satisfactory completion. ETP will not cover incomplete or failed courses.
- Requires a separate application submission for each course. All applications and supporting documentation must be submitted within 90 calendar days after the end date of the course unless an extension has been provided pursuant to Section E of these guidelines. Applications for courses or events that began on or after April 1, 2015, and ended prior to April 25, 2022, must be submitted by July 25, 2022. The postmark or email date will be used to determine the timeliness of the application.

C. Employee Eligibility

To be eligible to participate in the ETP, current PBANYS-represented employees must be actively employed a minimum of half-time in a PBANYS-represented position for the duration of the qualifying training and/or educational courses.

Employees working less than half-time or on unpaid leave of absence are not eligible.

D. Course Eligibility

ETP is available for credit or non-credit, job-related or career-related courses at an accredited college, university, or approved educational organization.

1. Job-Related Coursework

The course directly supports or improves skills required for current job assignments, duties, or responsibilities.

2. Career-Related Coursework

The course will prepare the employee for advancement within their current title series or occupation.

The course develops the operational, administrative or management capacity of the employee.

The coursework is necessary to obtain a degree or certification to qualify for job opportunities within State service.

3. Approved Educational Organizations

The educational organization offering the course must meet the academic standards of the NYS Education Department or the U.S. Office of Education.

Reimbursement for the following will only be considered for reimbursement as electives under an approved matriculated degree program:

- Recreation
- Physical education
- Hobby or personal interest courses

Reimbursement for the following is not covered:

- Courses designed for interests outside State service, whether credit or non-credit
- Armorer School and outside weapons training programs

E. Application Time Period

All applications and supporting documentation must be submitted within 90 calendar days after

the end date of the course unless an extension has been provided. Applications for courses or events that began on or after April 1, 2015, and ended prior to April 25, 2022, must be submitted by July 25, 2022. The postmark or email date will be used to determine the timeliness of the application.

Please note: If you are unable to obtain the required documentation within the 90-day period, you must submit your application form and contact the JLMC prior to the deadline.

Course start date determines fiscal year. For example, for fiscal year 2022-2023, a course must start on or after April 1, 2022, and no later than March 31, 2023.

F. Release Time

ETP does not entitle an employee to receive release time.

G. Expenses Covered

Reimbursable expenses are those costs that relate to the pursuit of an educational activity. Expenses must be itemized on the original receipt.

Eligible individuals are reimbursed up to a maximum State fiscal year allowance for each fiscal year this program covers, for eligible out-of-pocket expenses. Covered expenses include registration, tuition, course-related textbooks, lab fees, and digital fees which the employee is required, by the syllabus or course outline, to use for the course.

Expenses and fees other than those noted above are not covered.

The maximum allowance for each State fiscal year is as follows:

<u>Fiscal Year</u>	<u>Maximum Allowance</u>
2015-2016	\$1,750
2016-2017	\$1,750
2017-2018	\$1,750
2018-2019	\$1,750
2019-2020	\$1,750
2020-2021	\$1,750
2021-2022	\$2,000
2022-2023	\$2,250

H. Alternative Sources of Financial Assistance

Employees receiving tuition support or financial assistance from any alternate source must report it and the amount on the application form. This amount will be deducted before computing the allowable reimbursement.

Alternative sources of financial aid include, but are not limited to:

- Agency/facility tuition support programs
- Tuition Assistance Program (TAP)
- Pell Grants

- Aid for Part-time Study (APTS) Program
- New York State Vietnam Veterans Tuition Assistance
- Veterans Administration Educational Benefits (GI Bill)
- College stipends

I. Taxation of Employee Benefits (Reimbursements)

All reimbursements issued during the calendar year are reported to the Office of the State Comptroller (OSC) during the month of October. Once these reimbursements are reported, no further payments will be issued until after January 1 of the following calendar year.

At the end of each calendar year, the Office of the State Comptroller will withhold estimated taxes from employees whose reimbursements from this program and any additional educational benefits (reimbursements) from their agency exceed \$5,250. This may result in substantial withholding from paychecks at the end of the year and applicants should plan accordingly. Students are encouraged to seek competent tax advice to determine if the "working condition fringe benefit" is applicable when filing their taxes.

J. Application Sources

Pre-Approval Application Form and ETP Application Form are available <https://oer.ny.gov/police-benevolent-association-new-york-state-inc-pbanys> and <https://www.pbanys.org/pba-members/training-detail/tuition-reimbursement-program/>.

K. Application Submission and Review Process

The application process involves the following steps:

Step 1: Pre-approval (Applicant)

Applicants have the option of receiving pre-approval for reimbursement, however, it is not required.

Prior to registering for coursework, it is recommended that the applicant:

- Complete a separate Pre-Approval Application Form for each course for which reimbursement is requested.
- Attach a course description or brochure from the institution/organization that includes the itemized cost separate from any fees.
- Submit completed form to the Agency Police Services Unit JLMC for review and approval.

Step 2: Pre-approval Review (JLMC)

Upon receipt of the Pre-Approval Application Form, Agency Police Services Unit JLMC will:

- Determine if the application meets the criteria for reimbursement under the ETP Guidelines with respect to employee eligibility, qualification of coursework (job-related/career-related), and educational institution/organization.

- Review the application to confirm required and complete information was provided by the applicant; contact applicant, by email, if there are questions or issues that were identified.
- Notify applicant, by email, of the Agency Police Services Unit JLMC determination.

Step 3: Apply for Reimbursement (Applicant)

To obtain reimbursement, the applicant must:

- Complete the coursework with a grade of at least C. If the only option for the grading of a course is Pass/Fail, a grade of Pass will be accepted as evidence of satisfactory completion.
- Complete a separate ETP Application Form within the timeframes prescribed in Section E, Application Time Period.
- Submit the ETP Application Form and the following supporting documentation to the Agency Police Services Unit JLMC for review and approval:
 - A course description or brochure from the educational provider
 - An original grade report, transcript, or letter on letterhead from the educational provider, stating that the applicant satisfactorily completed the coursework
 - An original, itemized, paid tuition receipt from the educational provider
 - A course syllabus listing required materials and original paid textbook receipt(s)
 - Documentation showing the start and end dates of the course or event (month, day, year)

Applicants should retain a copy of all documentation for their records.

Submit all documents to:

- Email: APSUPrograms@lmc.ny.gov
- US Mail:

NYS Agency Police Services Unit
 JLMC ETP/M. Bombard
 2 Empire State Plaza, 7th Floor
 Albany, New York 12223

Education and Training Program Contact

Melissa Bombard, Program Coordinator
 NYS Agency Police Services Unit Labor-Management Committee
 (518) 474-6772
Melissa.Bombard@oer.ny.gov

Step 4: Final Review and Approval Process (JLMC)

Once the application form is received, Agency Police Services Unit JLMC will:

- Determine if the application meets the criteria for reimbursement under the ETP

Guidelines with respect to employee eligibility, qualification of coursework (job-related/career-related), and educational provider.

- Review the application to confirm required and complete information was provided by the applicant and contact applicant, by email, if there are questions or issues that were identified.
- Notify applicant, by email, of the decision for approval.

Guidelines Effective Date: April 25, 2022

It is the policy of the State of New York to provide for and promote equal opportunity in employment and equal access to all programs and services without discrimination on the basis of age, race, color, creed, national origin, military status, sex, sexual orientation, gender identity or expression, disability (including pregnancy-related disability or condition), predisposing genetic characteristics, marital/familial status, status as a victim of domestic violence, or prior arrest/criminal conviction record.