

## Chapter 12 – Education, Training, and Development

### Appendix 12-A Career-Related vs. Employer-Required Tuition Reimbursement: Comparisons

	Career-Related	Employer-Required
<b>Definition</b>	Refer to applicable definition on the chart entitled "Requirements for UW-Madison Employee Career-Related Tuition Reimbursement. ( <a href="#">CPO- Appendix 12-B</a> )  Courses <b>must</b> be taken for credit or certification.	Course/training that is required or directed by employer and is essential for job performance in current position.  Classes do not have to be taken for credit.
<b>Eligibility</b>	Classified staff must have at least a 50% permanent or project appointment. <b>Under this policy</b> limited term employees, employees in training and student help are not eligible.	Determined by employing unit.
<b>Application Procedure</b>	Employee must complete the request form and obtain appropriate approvals <b>prior</b> to the beginning of the course/training. Form is then submitted for approval to Classified Human Resources (CHR) <b>prior</b> to employee attending the course/training and returned to the department for processing when course/training is completed. The prior approved form and proof of successful completion of work is then submitted to Business Services (pre-audit) for reimbursement to the employee for tuition only.	When employer ascertains that course/training is necessary in updating the skills as part of employment, a requisition (internal or external) must be completed and forwarded to Business Services for processing.  The requisition <b>must</b> be completed before participation in training.
<b>Approvals Required</b>	<b>Prior approval</b> by: Supervisor Department/Dean and CHR <b>Approval is "tentative" and only final after all approvals are acquired.</b>	<b>Prior</b> approval by supervisor and department before required training begins. <b>Approval is "tentative" and only final after all approvals are acquired</b>
<b>Tuition/fees</b>	<u>Refer to <a href="#">CPO-Appendix 12-B</a> for a list of contracts that require reimbursement of tuition only or tuition plus fees. (See <i>Application procedure above.</i>) Employees must pay the tuition (and fees if the applicable contract requires fee reimbursement). Reimbursement will be made upon successful completion of the course.</u>	Employer pays all required training costs through requisition prior to the beginning of the course/training.
<b>Reimbursable Amount</b>	Refer to applicable section on the Requirement Summary Chart ( <a href="#">CPO-Appendix 12-B</a> ); see columns "Percentage of Reimbursement" and "Funding Restrictions."	Employer pays 100% of costs.
<b>Course Limitations</b>	Non-represented classified staff may take a course per semester up to 5 credits. For represented classified staff, refer to Requirement Summary Chart ( <a href="#">Appendix 12-B</a> ) for applicable bargaining unit.	Such courses required as part of employment should not be for personal enrichment.  For represented employees, refer to applicable union contract.