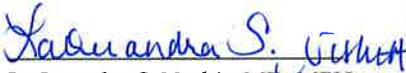
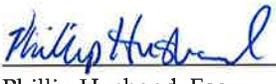




District of Columbia Department of Health <h2 style="text-align: center;">Tuition Assistance Program (TAP)</h2>		PROCEDURE 530.000 (Formerly Policy no. 1000) Implementing Office: Office of the Director/Office of Human Resources Training Required: Yes Originally Issued: June, 2012 Revised/Reviewed: <div style="text-align: right;">MAY 05 2017</div>
Approved by:  LaQuandra S. Nesbitt MD, MPH; Agency Director	Review by Legal Counsel:  Phillip Husband, Esq.; General Counsel	Effective Date: MAY 05 2017 Valid Through Date: MAY 05 2020

I. Authority	The District of Columbia Comprehensive Merit Personnel Act of 1978 (CMPA) § 1301, effective March 3, 1979 (DC Law 2-139; DC Official Code § 1-613.01 (2016))
II. Reason for the Policy	As a part of its desire to meet its employees' evolving needs and to recruit and maintain top-level talent, the Department of Health (DOH) has established the Tuition Assistance Program (TAP). The purpose of the TAP is to encourage and support the efforts of DOH employees to obtain skills, knowledge, and abilities that increase the effectiveness of work performance in their present positions and prepare employees for possible career advancement within DOH.
III. Applicability	<p>All full-time employees of the Department are eligible to participate. Employees who are on leave without pay, or paid family leave may apply to TAP upon their return to full-time duty. Employees who are completing a Performance Improvement Plan (PIP) may apply for Tuition Assistance upon successful completion of the PIP.</p> <p>At the discretion of the DOH Director, District employees assigned to the DOH on a long term basis (e.g. assigned OCFO or OCP employees) may be considered for TAP funds. Once approved, these employees will abide by the terms of this SOP.</p>
IV. Policy Statement	The DOH Office of Human Resources (DOH HR) is the office accountable for managing the TAP. DOH HR is responsible for accepting and processing TAP applications, and managing

documentation of courses taken, the dates of those courses, their cost, and their completion.

Employees apply to TAP using the Tuition Assistance Program Application. The submission must be received by the TAP Coordinator in advance of the start date of the class to be funded under TAP. Applications must be approved by the employee's immediate supervisor, and the Director, or his/her designee. Staff from the Office of the Chief Financial Officer (OCFO) shall certify that funds are available to honor the request.

All full-time DOH employees are eligible to apply to TAP to offset the cost of enrolling in classes at an eligible institution.

Conferences, meetings, or professional association events are not eligible for funding under TAP. Such events are to be addressed under the District of Columbia Travel Policy. To be funded under TAP, a course must meet the following conditions:

1. The course must progress the employee towards a certification, associate degree, bachelor's degree, graduate degree, or the initial attainment of a new, or more advanced, professional license.
2. The course must be taken for a pass/fail or letter grade. An employee may not use TAP funds to audit a course.
3. The program that includes the course must be directly related to the employee's current DOH work, or enhance the employee's qualifications for another DOH position.
4. The course must award credit for academic work performed during the enrollment. Courses that award credit only for job or life experience are ineligible.
5. Courses that award credit for completion must be offered by an accredited college or university.

The maximum TAP funding per employee shall be declared at the beginning of the fiscal year by the Chief Operating Officer given the constraints of that year's agency budget. Funds cannot be split between fiscal years and are distributed based upon the fiscal year in which the course begins. If the COO does not issue a declaration at the beginning of the fiscal year, the previous year's cap shall remain in effect. The COO has the discretion to direct that DOH HR no longer accept applications if the allotted funds for the year are expended.

Use of TAP funds is limited to the cost of enrolling in the course. TAP funds may not be used for the cost of application fees, books, travel, food, lodging, parking, late fees, or any other miscellaneous charges relating to the course.

The course must be successfully completed in order for the employee to receive reimbursement. If the grade report (see Procedure B) does not indicate successful completion, the employee will not receive reimbursement. In the event a class is cancelled or rescheduled, an alternate class may be selected. However, the employee must repeat the approval process within two weeks after the course start date. Failure to notify DOH HR of a course change may affect eligibility for tuition reimbursement.

Employees must submit a grade report to DOH HR within 30 days of course completion to verify the grade received. If the grade does not meet the standard for successful completion (see definition below), reimbursement will not be paid.

If the employee does not provide the grade report within 30 days of receipt, the course may no longer be eligible for reimbursement.

A grade of "Incomplete" is not eligible for reimbursement.

Employees shall attend classes outside of their tour of duty or while on approved leave. No overtime shall be awarded, and no compensatory time shall accrue, for time devoted to the course.

An employee who receives tuition assistance must agree to remain employed by DOH for a period of at least 24 months following completion of the course for which tuition assistance funds are received.

Any employee who receives tuition assistance and voluntarily leaves DOH within 12 months of course completion, or is separated for cause within that time, shall repay to DOH all tuition funds they received during the 12 months prior to the date of separation from DOH. The amount of repaid tuition assistance funds may be reduced or waived by the Director.

	<p>Any employee who receives tuition assistance and leaves DOH between 12 and 24 months of course completion, or is separated for cause during that time, shall repay to DOH the pro-rated amount due, depending upon the number of months remaining before the 24-month commitment is met. The amount of repaid tuition assistance funds may be reduced or waived by the Director. The amount of repaid tuition assistance funds shall be waived by the Director in the event the employee is separated from employment due to a reduction-in-force.</p> <p>Tuition assistance does not require repayment if the employee dies, or is terminated due to the inability to work due to long-term disability or a serious medical condition that prevents performing the essential functions of their job of record.</p> <p>For audit purposes, the TAP Coordinator will supply documentation to the TAP file to support any waiver of repayment.</p> <p>A TAP participating employee who is separated by a Reduction in Force (RIF) order and who is restored to active service through the Priority Placement or a Competitive Placement process may continue using TAP upon return to full duty.</p> <p>An employee who falsifies any document to receive tuition assistance may be subject to disciplinary action, up to and including termination.</p>
<p>IV. Definitions & Acronyms</p>	<p>Eligible Institution- A public, or private, post-secondary educational institution or body that is accredited by a recognized accreditation board such as the Council on Higher Education Accreditation.</p> <p>Full-Time Employee- An employee who has 1.0 FTE (full-time equivalent) work commitment.</p> <p>OCFO- District of Columbia Office of the Chief Financial Officer</p> <p>OCP- Office of Contracts and Procurement</p> <p>PIP- Performance Improvement Plan</p>

	<p>Successful Completion- The attainment of a grade equivalent of “C” or better for an undergraduate or certificate course, a grade of “B” or better for a graduate level course, or the attainment of a passing grade for courses graded on a pass/fail basis.</p>
<p>VI. Procedures</p>	<p>Procedure A: Application for Tuition Assistance</p> <ol style="list-style-type: none"> 1. The employee identifies a course at an institution that meets the eligibility criteria. 2. The employee formally requests tuition assistance using the Tuition Assistance Application Form. The employee must include a current home address (see Procedure B, Step 6). 3. The employee submits the request form, the course description and a tuition cost verification to his/her supervisor for approval. 4. The TAP Coordinator will review the package form for completeness and compliance with policy, and certify the availability of funds with the Agency Fiscal Officer or his/her designee. 5. The original shall be filed in the Office of Human Resources with a copy returned to the requesting employee with accompanying written notification he/she is authorized to receive reimbursement for the course. 6. The employee may formally enroll in the requested course. 7. If the original course is cancelled by the university or college, the applicant may submit a new Tuition Assistance Request within two weeks of the cancellation with the substituted class noted on the form. A new application shall be submitted within the two week period. Late submissions will not be accepted. <p>Procedure B: Payment of Assistance</p> <ol style="list-style-type: none"> 1. The employee registers for the course and pays with his/her personal funds.

	<ol style="list-style-type: none"> 2. The employee shall attend the course through completion and receive a final grade. 3. Within 30 days of receipt, the employee shall submit the grade report for the completed course and a business office receipt showing the paid tuition bill to the Office of Human Resources. Receipts must include the employee's name and must provide detailed proof of payment (e.g. itemized receipt, tuition discounts, credit card statement, or contract). Employees may be required to supply a written explanation for the file if the business office receipt is unclear. 4. Requests for repayment that are submitted beyond the 30-day window may not be reimbursed. 5. The Human Resources Officer, or his/her designee, shall verify the documentation and route to the Agency Fiscal Officer for issuance of reimbursement. 6. The Agency Fiscal Officer shall process the payment and request a check to be forwarded to the employee's home address.
<p>VII. Contacts</p>	<p>DOH Tuition Assistance Coordinator (202) 442-5971</p> <p>Human Resources Officer- (202) 442-9241</p>
<p>VIII. Related Documents, Forms and Tools</p>	<p>Tuition Assistance Program Application</p>