



**Governor's Office of
Employee Relations**



Education and Training Program for NYSCOPBA-represented Employees

**Program Guidelines
for
April 1, 2021 through March 31, 2022**

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Education and Training Program Guidelines for NYSCOPBA-represented Employees

A. Program Overview

The Education and Training Program (ETP) is administered by the Security Services Unit Joint Labor-Management Committee (JLMC) on behalf of the New York State/New York State Correctional Officers & Police Benevolent Association (NYS/NYSCOPBA) Joint Labor-Management Committee (JLMC).

The ETP enables NYSCOPBA-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 NYS 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, 2021 through March 31, 2022.

B. Program Highlights

The Education and Training Program:

- Provides reimbursement to employees actively employed a minimum of half-time in a NYSCOPBA-represented position for the duration of qualifying training and/or educational courses that begin on or after April 1, 2021 through March 31, 2022.
- 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 of \$2,000, for actual out-of-pocket expenses including registration, tuition, course-related textbooks, lab fees and digital fees.
- 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.
- Applications (courses beginning on or after April 1, 2021) must be submitted no later than ninety (90) calendar days from the end date of the course unless an extension has been granted pursuant to Section E of these guidelines.
- Provides a Pilot Program to reimburse the cost of a CDL course and exam fee up to the State fiscal year maximum allowance.
- *Will not* cover courses that are available through the NYS Department of Corrections and Community Supervisions (DOCCS) Training Academy should an applicant decide to use an outside source or Armorer School and any outside weapons training programs.

C. Employee Eligibility

To be eligible to participate in the ETP, NYSCOPBA-represented employees must:

- Be actively employed a minimum of half-time in a NYSCOPBA-represented position *for the duration of the qualifying training and/or educational courses*.
- Have had six months continuous State service immediately prior to the beginning date of the coursework.

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.

Job-Related Coursework

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

Career-Related Coursework

The course will prepare the employee for advancement within his/her 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.

The 2021-2022 CDL Pilot Program reimburses eligible employees for the cost of a CDL course and exam fee, up to the State fiscal year maximum allowance.

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 is limited:

- Recreation, physical education, hobby or personal interest courses will only be considered for reimbursement as electives under an approved matriculated degree program.

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.
- Courses that are available through the NYS DOCCS Training Academy.

E. Application Time Period

Course start date determines fiscal year. For fiscal year 2021-2022, a course must start on or after April 1, 2021 and no later than March 31, 2022.

Applications must be submitted no later than ninety (90) calendar days from the end date of the course. The postmark or email date will be used to determine the timeliness of the application. Applicants encountering difficulties obtaining the necessary documentation to complete their application may seek an extension to submit their application. Such requests must be sent to the NYS Security Services Unit Labor-Management Committee no more than 90 calendar days following the completion of the course. Requests to extend application deadlines will be evaluated separately based on each applicant's individual circumstances.

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 of \$2,000, for actual 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.

H. Alternative Sources of Financial Assistance

Alternate sources of financial aid from agency/facility tuition support programs, Tuition Assistance Program (TAP), Pell Grants, Aid for Part-time Study (APTS) Program, NYS Vietnam Veterans Tuition Assistance, Veterans Administration Educational Benefits (GI Bill), and college stipends *must* be reported on the application. This amount will be deducted before computing the allowable reimbursement.

I. Taxation of Employee Benefits (Reimbursements)

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 Packet (ETP Form, AC132-S and AC 3259-S) are available at: goer.ny.gov (Training and Development/ NYSCOPBA) or <https://www.nyscopba.org/members/nys-programs-grants/>.

K. Application Submission and Review Process

The application process involves the following steps:

Step 1: Pre-approval (Applicant)

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 Security Services Unit JLMC for review and approval.

Step 2: Pre-approval Review (JLMC)

Upon receipt of the Pre-Approval Application Form, Security 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 Security 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 Packet (ETP Form, AC 132-S and AC 3259-S) within the timeframes prescribed in Section E, Application Time Period. Submit the ETP Packet and the following supporting documentation to the Security 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.

Step 4: Final Review and Approval Process (JLMC)

Once the application packet is received, Security 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.

Submit all documents to:

Email: SSUPrograms@lmc.ny.gov or Fax: 518-457-9445

or US Mail:

NYS Security Services Unit JLMC ETP/S. DeJohn
240 Washington Avenue Ext., Suite 502 Albany, New York 12203

Education and Training Program Contact

Sandy DeJohn, Program Coordinator

NYS Security Services Unit Labor-Management Committee (518) 485-0086

Sandy.DeJohn@lmc.ny.gov

L. Sample Application (Please review prior to completing the application packet.)

Application pages 3 and 4 (AC 132-S and AC3259-S) are necessary for processing the reimbursement in the Statewide Financial System (SFS). The samples on the following two pages show what information is required.

Guidelines Effective Date: April 1, 2021

State
of
New York

EMPLOYEE REPORT OF TRAVEL EXPENSES AND CLAIM FOR PAYMENT

Agency Name Agency Name		Business Unit/Department Code Department Code	
Employee ID Employee ID N		Official Station Address Work Address	
		Official Station Zip Work Zip Code	
Last Name Applicant Last Name		First Name Applicant First Name	
Home Address Applicant Home Address		MI Middle Init	Suffix Suffix
		City Applicant Home City	State State
			Zip Zip Code
Business Purpose TYPE "Tuition Reimbursement"		Travel Description Course Title	
Start Location Street Work Address		Start Location Zip Work Zip Code	Check if used: <input type="checkbox"/> Corp Card <input type="checkbox"/> Advance <input type="checkbox"/> Direct Bill
Destination Location Street Work Address		Destination Location Zip Work Zip Code	Normal Work Hours Work Hours
Travel Start Date and Time Course Start Date		Travel End Date and Time Course End Date	
1. Indicate All Travel Expenses <small>If more space is required in any section, use the associated detail form (number shown in parenthesis below)</small>		Totals	2. Summary
Lodging Indicate Semester and Year (i.e., Summer 2021)		Total Claim	A. Total Travel Expenses
			Total Claim
Transportation (AC 3259-S)			B. Subtract Amount Paid with Travel Advance
			C. Subtract Amount Billed to Corp Card (AC 3256-S)
Meals (AC 3258-S)			D. Other Direct Bill to Agency (Specify)
Overnight Per Diem @ \$ each =			
Additional Breakfast @ \$ each + Additional Dinner @ \$ each =			
Day Trip Breakfast @ \$ each + Day Trip Dinner @ \$ each =			
			E. Other Adjustments (Specify)
Mileage Claimed (AC 160-S)			
@ ¢ per mile =			
Incidental Expenses – List (AC 3258-S)			
Total Travel Expenses – Enter in Section 2 Line A			Total Amount Claimed
			Total Claim
Traveler's Certification			
I hereby certify that the above account and attached schedules are just, true and correct, that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing, and that the amounts claimed were necessary and incurred in the performance of my official duties.			
Your Title			Date
Signature		Date	
Supervisor's Certification (if required)			
I, the claimant's supervisor, certify that this account has been examined and to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized official duties.			
Signature of Supervisor		Date	
FOR AGENCY USE ONLY		Expense Report Number	Travel Auth. Code
Entered by		Date	

