Procedure (Policy 42)

UW Parkside

**Educational Assistance for Faculty and Staff**

(Professional Development Plans and **Tuition Reimbursement Procedures**)

**Eligibility**

UW Parkside employees (excluding student and temporary employees) applying for educational assistance (tuition reimbursement) must submit a Professional Development Plan by following the prescribed procedure.

Please note:

Employees must read and adhere to UWP Policy 42, Educational Assistance for Faculty and Staff (Tuition Reimbursement Policy) [UWPKS Educational Assistance Policy](https://www.uwp.edu/explore/offices/governance/policy42.cfm)

**Procedure for Submitting a Professional Development Plan**

1. Employees must complete and submit a [professional development plan](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=56301404-aa77-443d-9542-558421b01558&nohome=0&completepageprompt=0&completepage=&completetext=) to their immediate supervisor.
2. The immediate supervisor will review and approve or deny the professional development plan.
3. Professional development plans approved by the immediate supervisor is submitted to Business Services and Budget for funding approval. Financially approved professional development plans are submitted to the hiring authority. Unapproved plans are returned to the immediate supervisor. The hiring authority will submit approved professional development plans to the Human Resources Director for final signature authority.
4. Human Resources will return a copy of the approved professional development plan to the employee and notify Business Services. The original professional development plan is kept in the employee’s personnel file.
5. The original professional development plan is in effect until completion of coursework. Refer to UWP Policy 42, Educational Assistance for Faculty and Staff (Tuition Reimbursement Policy) for revised plans.

The professional development plan can be accessed by clicking on the link below.

[Professional Development Plan](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=56301404-aa77-443d-9542-558421b01558&nohome=0&completepageprompt=0&completepage=&completetext=)

**Procedure for Tuition Reimbursement**

1. Employees must complete and submit a [request for tuition reimbursement](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=56301404-aa77-443d-9542-558421b01558&nohome=0&completepageprompt=0&completepage=&completetext=) to their immediate supervisor within 30 days of completing the course.

1. The immediate supervisor approves or denies the request for tuition reimbursement.
2. Approved requests for reimbursement is submitted to the HR Director for verification and signature. Unapproved requests of reimbursement are returned to the supervisor.
3. HR Director submits the request for tuition reimbursement to Business Services for processing.
4. Business Services processes the request for tuition reimbursement. Reimbursement occurs within 7-10 business days in the same manner employee’s payroll is received.

[Tuition Reimbursement Request](https://uwp.bplogix.net/form.aspx?pid=946ca522-e191-479d-a0c8-c67f807880ee&formid=56301404-aa77-443d-9542-558421b01558&nohome=0&completepageprompt=0&completepage=&completetext=)

**Reimbursement Rates**

The current reimbursement can be found at the bottom of UWP Policy 42, Educational Assistance for Faculty and Staff (Tuition Reimbursement Policy).

[UWPKS Educational Assistance Policy](https://www.uwp.edu/explore/offices/governance/policy42.cfm)