Memorandum to Presidents

Date: April 19, 1983
From: Office of the Vice Chancellor for Employee Relations and Educational Services
Subject: Revised Procedures for State University Tuition and Fee Assistance Program
To: Presidents, State-operated Campuses

Effective with the 1983-84 fiscal year there will be two changes in the administrative process for the tuition assistance program established for eligible employees of State University. The proposed changes do not alter the original intentions of the Board of Trustees.

The first and most significant change is the elimination of Central Administration approval for individual employee applications, a step we hope will lead to more efficient operation of the comprehensive system. The Campus allocations will be determined at the beginning of each fiscal year and monitored through audit trails provided by the ongoing fiscal operation. Our Personnel staff will serve as a resource to address campus questions. To fulfill its responsibility of managing and monitoring its allocation, each campus will need to maintain records sufficient to meet reporting requirements and answer queries on expenditures—e.g., affirmative action reporting and union requests on equitable distribution of funds by bargaining unit.

The second change removes the present requirement that classified personnel must first seek assistance through tuition assistance options provided by the negotiated process. Enclosed for your information is a summary of the tuition assistance programs by bargaining unit.

Campus guidelines should be revised to ensure effective management of the allocation and accurate response to the needs of employees. Based on a normal progression of the overall budget cycle, we expect to inform the campuses of their 1983-84 allocation on the employee waiver program sometime in late May. We are updating and revising the B140 form and the Administrative Policies (Item 059), with help from a subcommittee of the Personnel Council.
Questions or comments relative to these changes should be addressed to Nick Paradiso or Marge Trapp.

James S. Smoot

Enclosure

cc: Vice Presidents for Administration
    Personnel Directors
    Chancellor Wharton
    Mr. Paradiso
    Mrs. Trapp

bc: Executive Council
OVERVIEW OF REIMBURSEMENT AVAILABLE

to SUNY Employees through
other than SUNY Programs

<table>
<thead>
<tr>
<th>EMPLOYEE GROUP</th>
<th>BU</th>
<th>REIMBURSEMENT RATE</th>
<th>MAXIMUM ALLOWANCE</th>
<th>DEDUCTIBLE</th>
<th>APPLICATION FORM</th>
<th>REIMBURSEMENT FORM</th>
<th>PREREQUISITE REQUIREMENT</th>
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</thead>
<tbody>
<tr>
<td>M/C</td>
<td>06 13</td>
<td>75%</td>
<td>4 courses</td>
<td>no</td>
<td>M/C 101</td>
<td>M/C 102</td>
<td>Application first to alternate sources</td>
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<tr>
<td>Council 82</td>
<td>01 50%</td>
<td>$400. per fiscal year</td>
<td>no</td>
<td>PS 304</td>
<td>Stand. Voucher AC-92 Rev. 4/82</td>
<td>none</td>
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<tr>
<td>CSEA</td>
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<td>50%</td>
<td>$300. per fiscal year</td>
<td>no</td>
<td>CSEA 101</td>
<td>CSEA 102</td>
<td>Application first to alternate sources</td>
</tr>
<tr>
<td>PS&amp;T</td>
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<td>$500. per fiscal year</td>
<td>$60. ded. once per year</td>
<td>PDQ 101</td>
<td>PDQ 102</td>
<td>Application first to alternate sources</td>
<td></td>
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<tr>
<td>UUP</td>
<td>08 Tuition free-space available</td>
<td>one course per semester</td>
<td>no</td>
<td>determined by enroll. procedures at instruct. campus</td>
<td>none</td>
<td>none</td>
<td></td>
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</table>

Program guidelines for each program outline more specific details on covered costs, eligibility criteria, coverage for part-time employees and other exclusions, restrictions and/or limitations applicable.