

NC DIVISION OF PARKS AND RECREATION

February 22, 2019

STAFF DIRECTIVE 19-02

TO: All Division Staff
FROM: Dwayne Patterson, Director
SUBJECT: Employee Academic Assistance



To be consistent with the North Carolina Office of State Human Resources' Academic Assistance Program (<https://oshr.nc.gov/state-employee-resources/training/academic-assistance>), the North Carolina Division of Parks and Recreation will reimburse employees for tuition costs subject to the following conditions:

- Employee must be permanent, full time.
- Degree or certification must be directly related to employee's current job description.
- The division will reimburse for two classes per semester only.
- Approval is contingent upon availability of funds. Annual funds allocated for tuition assistance will be approved on a first-come basis. Once allocated funds are depleted, no further requests will be approved for the fiscal year.
- The course of study must be approved by the employee's supervisor.

At the end of the semester, employee must provide DPR HR office the course grade and/or the unofficial transcript indicating the final grade. A passing grade must be submitted for official reimbursement.

All application for academic assistance forms with approval signatures must be turned in to the division HR office prior to the start of the semester. If the application is received after the semester has started, it must be accompanied by a letter from the supervisor stating why it is late, but it must still be turned in before the semester is complete.

The academic assistance request process is as follows:

- Determine if the course(s) requesting reimbursement pertain to your current job. Approval to reimburse cannot be for any future employment options, promotions or positions.
- Fill out the application for academic assistance form completely with cost of each course and detailed course description.
- Obtain required approval signatures from your immediate supervisor, park superintendent, regional superintendent, superintendent of state parks, etc. (or other chain of command).
- Submit the request to the division HR office, which will submit on your behalf for additional approval/signatures within the division and DNCR.

Upon DNCR approval/denial, the employee will be notified.

Classes must be attended and completed on personal time and do not qualify as work time.