

## PART-TIME TOLL COLLECTOR TUITION ASSISTANCE REIMBURSEMENT

### WHO IS ELIGIBLE?

Part-Time Toll Collectors of the Thruway Authority who work at least 100 hours per period as indicated in the chart below. Reimbursement will be given upon successful course completion with a passing grade.

### WHAT COURSES ARE ELIGIBLE?

- Courses which improve an employee's general competence in performing their present job or a job an employee can reasonably be expected to assume in the future.
- Courses that are part of an overall educational program which will demonstrably result in the employee's professional growth or lead to a degree.
- Courses which will prepare an employee for high school equivalency examinations.
- Courses beginning on or after May 1, 2018, yet ending prior to the Cashless Tolling go-live date.
- Courses successfully completed with a passing grade.

NOTE: All courses must be provided by degree-granting educational institutions which are accredited by the New York State Education Department or a similar accrediting body. Examples of accredited institutions are high schools, BOCES, colleges, and universities. In addition, cardiopulmonary resuscitation/first aid training that is offered by the American Red Cross is eligible.

### HOW MUCH IS PAID FOR?

Reimbursement amount is based on hours worked during the periods noted in the chart below. These are the maximum reimbursement amounts per period, and are not dependent on the number of courses taken or credit hours earned per period.

Period	Reimbursement by Minimum Hours Worked			
	100 Hours	250 Hours	500 Hours	680 Hours
1: Jan 1 – Apr 30	\$500	\$1,000	\$1,500	\$2,000
2: May 1 – Aug 31	\$500	\$1,000	\$1,500	\$2,000
3: Sep 1 – Dec 31	\$500	\$1,000	\$1,500	\$2,000

- Tuition only (not including books, fees, and other charges) will be paid to the employee upon successful completion of the course(s).
- Course start date determines which period the reimbursement is applied to.
- Amount of reimbursement is determined by hours worked in the period immediately prior to the period of course start date.
- Any assistance not used during a period will not roll-over to the next period.
- If an employee is receiving financial aid from another source (grants, scholarships, etc.), the portion of the tuition already covered is ineligible for duplicate financial assistance through this Program.
- If an employee is attending a semester-based accredited college, they can elect to use their hours worked in Period 2 for a course beginning in late August (also Period 2).

### HOW DO I KNOW HOW MANY HOURS I WORKED?

Contact your Division Toll Office to determine hours worked, including overtime hours, for a specific period.

## HOW DO I APPLY?

The PART-TIME TOLL COLLECTOR TUITION ASSISTANCE APPLICATION (TA-N3060) can be obtained on the Cashless Tolling Intranet page, from your Division Administrative Office, or by calling the Bureau of Training and Employee Development at (518) 436-3090.

## HOW DOES IT WORK?

- APPLICATION(s) and documentation must be sent to the Bureau of Training and Employee Development at least four weeks prior to the course(s) start date.
- Use a separate APPLICATION for each course. Attach documentation from the institution (school) that clearly shows the:
  - number of credit hours and cost per credit hour (for credit courses);
  - course description; and
  - full payment for the course, if available upon application. If not available at that time, it may be submitted at a later date, but prior to reimbursement. Proof of payment must be an original receipt showing full payment for the course from the Bursar/Registrar's office either on school letterhead with logo or seal or with signature and title of a school official. Credit card receipts and online printouts are not accepted.
- Within four weeks of course(s) completion, submit an official transcript indicating a passing grade (online printouts are not accepted). Please note that transcripts received after this deadline will not be accepted for reimbursement.
- If the tuition reimbursement is approved and determined to be:
  - Non-taxable (reimbursement(s) \$5,250 or less per calendar year), you will be issued a check made payable to you and mailed to the home address indicated on your APPLICATION.
  - Taxable (reimbursement(s) more than \$5,250 per calendar year), you will be issued a payroll check with appropriate taxes withheld, as the aid will be considered income for tax purposes.

## EXAMPLE:

Period	Reimbursement by Minimum Hours Worked			
	100 Hours	250 Hours	500 Hours	680 Hours
1: Jan 1 – Apr 30	\$500	\$1,000	\$1,500	\$2,000
2: May 1 – Aug 31	\$500	\$1,000	\$1,500	\$2,000
3: Sep 1 – Dec 31	\$500	\$1,000	\$1,500	\$2,000

- Employee started a course on May 29<sup>th</sup> and completed it on August 29<sup>th</sup> (Period #2).
- Reimbursement is determined by the hours worked in the prior period (Period #1), which was 190 hours.
- Since the employee worked between 100 and 249.75 hours, they are eligible for a maximum reimbursement of \$500.
- Employee submitted APPLICATION and documentation by April 4<sup>th</sup> (4 weeks prior to May 29<sup>th</sup>).
- Employee submitted original receipt and transcript by September 26<sup>th</sup> (4 weeks after August 29<sup>th</sup>).
- Tuition cost \$490 and is fully reimbursable to employee since it did not exceed the \$500 threshold.
- The employee is not entitled to the remaining \$10, nor is it rolled over to the next period.

**WHERE CAN I GET ADDITIONAL INFORMATION?** If you have any questions, please feel free to call your Division Administrative Office or the Bureau of Training and Employee Development at (518) 436-3090.