

Professional Educational Reimbursement

- Immediately eligible; annual benefit may be used for professional development and/or tuition reimbursement for advancement within MAPMG.
- Reimbursement of up to \$1,000 for first calendar year of employment and \$2,000 per calendar year thereafter. Benefit is prorated based on hire and termination dates.

Professional Development	Tuition Reimbursement	Benefit Submissions
<ul style="list-style-type: none">• Course work and seminars designed to develop/enhance skills <p><u>Eligible expenses include:</u></p> <ul style="list-style-type: none">• Fees for conference/program registration; license/certification renewal, and memberships to professional societies• Classes and/or textbooks to obtain or maintain specific professional credentials• Basic transportation costs including gasoline, airfare, tolls, parking, lodging and meals	<ul style="list-style-type: none">• Courses related to your current position• Courses must be taken at an accredited college or university• Passing grade required <p><u>Eligible expenses include:</u></p> <ul style="list-style-type: none">• Course tuition, registration, exam, and laboratory fees• Required text or workbooks• Fees for advance placement test in lieu of a course and/or fees for courses “challenged” through testing, when test is passed.	<ul style="list-style-type: none">• PEP System for Staff at www.mymapmgbenefits.com or on the Benefits and Payroll home page at https://mapmgssso.ultipro.com• Requests must be submitted within 60 days of course completion (professional development or tuition).• Annual allowances not used or accrued by December 31st of each year will be forfeited. <p>This is a summary and is not binding. Complete plan provisions may be found in the Policy available within the PEP for Staff system.</p>