



# CIRCULAR

## STATE OF NEW JERSEY

### DEPARTMENT OF THE TREASURY

NO.: 23-12-OMB	ORIGINATING AGENCY : OFFICE OF MANAGEMENT AND BUDGET	PAGE 1 OF 3
EFFECTIVE DATE: IMMEDIATELY	EXPIRATION DATE: INDEFINITE	SUPERSEDES : 10-03-ADM/OMB
SUBJECT: TUITION REIMBURSEMENT AND TRAINING COSTS		
ATTENTION : TRAINING OFFICERS, PERSONNEL OFFICERS, AND CHIEF FISCAL OFFICERS		
FOR INFORMATION CONTACT: CENTER FOR LEARNING AND IMPROVING PERFORMANCE (CLIP) PHONE: (609) 777-2225		

#### I. PURPOSE

The Center for Learning and Improving Performance (CLIP) directs the planning, development, and delivery of all training and education programs for State Government Executive Branch agency employees pursuant to Executive Order #12 and New Jersey Administrative Code, N.J.A.C. 4A:6-4. CLIP administers and maintains a Learning Management System (LMS), which is used by all agencies to manage, track, and report on all employee development activities statewide including CLIP training, conferences, agency-specific delivered or agency-specific procured training and tuition aid. Further, the LMS provides the State of New Jersey the ability to launch online training to its employees as a cost-saving measure. All State mandated training will be provided by CLIP and will be delivered via the LMS when possible. To insure appropriate and effective service delivery with equal access on a consistent and uniform basis, CLIP and OMB have established the following guidelines that shall be adhered to in determining approval for tuition aid, training, seminars, conferences, conventions, related travel expenditures, and reimbursements.

#### II. PROCEDURES

##### A. TUITION AID

Tuition aid may be available via agencies for recruitment, retention, skills development, and career development at all levels of employment. Each agency, subject to available appropriations, shall establish a tuition aid program for eligible employees to complete undergraduate, graduate, technical, or supplemental coursework. This tuition aid plan must be approved by CLIP prior to implementation. The plan will incorporate agency internal policies as to eligibility, type of support, amounts, reimbursements, applications, and approval procedures. Agencies are reminded of their affirmative action responsibilities in making eligibility determinations. Employee eligibility is limited to full-time permanent employees in the classified services, unclassified services, or Senior Executive Service. Exceptions for employees who are not full-time and permanent may be requested by agencies on an individual basis subject to CLIP approval.

Tuition aid shall be for training at accredited educational institutions where the tuition is the primary element of the total reimbursable expense. Matriculation fees, activity fees, and travel expenses are reimbursable only when the employee is specifically directed to enroll in the course. Reimbursement may not exceed the cost of six credits at a New Jersey State College or Rutgers, the State University (whichever is higher) per semester or per educational program. Employee profiles must be updated in the LMS to reflect the additional education received. Each State department or agency shall also submit semi-annual reports to CLIP.

## B. STAFF TRAINING AND SEMINARS

Staff training and seminars are defined as programs designed to enhance employee knowledge, proficiency, and performance to meet organizational requirements through formal sessions of study, research, and discussion under the direction of a specialist. CLIP provides agencies with an extensive catalog of staff training courses delivered in person, virtually, or via the LMS.

All mandatory training such as violence in the workplace, prevention of sexual discrimination and harassment, and other training required by regulation, State or Executive Order must be procured through CLIP and when available, be delivered via the LMS.

Neither agency employees nor outside consultants may develop or deliver training and education programs that the CLIP is capable of developing or delivering without the prior written approval of the CLIP Director or designee. If CLIP is not capable of developing or delivering a program that an agency needs, the CLIP Director or designee may authorize the agency to develop and deliver the program using their staff. The CLIP staff shall supervise and direct the delivery of any such program. Where appropriate, CLIP may authorize an agency to use a consultant or an outside organization for delivery of said program through the use and approval of a Request for Outside Vendor Training form submitted in advance by the requesting agency. CLIP will respond to these requests within ten business days of receipt. Agencies must adhere to all Treasury procurement regulations and guidelines when securing the services of an outside organization.

CLIP will have access to all employee development information entered into the LMS for reporting purposes, including training not delivered through CLIP. Therefore, all agencies must use the LMS to administer, track, and record their training and employee development activities.

### 1. Annual Plan

CLIP requests that agencies prepare and submit an annual employee development plan. The plan will indicate the various types of training agencies intend to offer their employees each fiscal year. CLIP will review the plans and identify duplicate offerings across multiple agencies. CLIP will develop training or programs related to the common offerings and where appropriate may coordinate the procurement of an outside vendor to provide specialized training to maximize cost efficiencies.

### 2. Payment

Payment will be processed in accordance to information entered on the Order Details Page within the LMS. Account information that includes an 'AO' document number (must have an I/G IND of 'Y'; SELLER FUND of '100'; SELLER AGENCY of '062') for prior fiscal years will auto-generate an 'AV' intra-governmental document in NJCFS according to the account code information. Account information that does not include an 'AO' document number will auto-generate a 'UA' intra-governmental document in NJCFS against the current fiscal year appropriations based upon the account code information entered. When a class date is in the next fiscal year, the Accounts Receivable (A/R) system within LMS will auto-generate a 'UA' intra-governmental document in NJCFS on the first day of the new fiscal year when no 'AO' document number is coded on the Order Details Page. All State Agencies must pay via the intra-governmental method. The only exception will be when an agency is paying with Special Fund or Trust Fund monies. In this case, the agency will be invoiced requesting a check to be made payable to: **NJ Civil Service Commission**. The check and copy of the invoice shall be mailed to: NJ Civil Service Commission; Fiscal Office – 5<sup>th</sup> floor; PO Box 311; Trenton, NJ 08625.

All payments are considered nonrefundable ten (10) days or less before the class start date.

State agencies must ensure sufficient funds are available in their NJCFS training account when the class is approved. It is the responsibility of the State Agency to review their FLXG table on NJCFS to track when the intra-governmental payment is processed by the NJ Civil Service Commission.

### C. CONFERENCES AND CONVENTIONS

Conferences and conventions are distinct from formal staff training and seminars although some training may take place at such events. These are general programs sponsored by professional associations on a regular basis that deal with subjects of particular interest to an agency or are convened to conduct association business.

The primary purpose of employee attendance at conferences and conventions is the development of new skills and knowledge in a particular field related to State government operations.

Registration fees, all travel, lodging, and subsistence costs for conferences and conventions are charged to account object 3020.

When employee attendance is strictly limited to working in a staff role in support of the conference or convention, any charges for these activities are processed in account object 3010 as travel for official State business.

The LMS provides agencies with the ability to record attendance at conferences and conventions, if desired.

CLIP will use the LMS to periodically audit training records entered into the LMS for training not delivered through CLIP, including conferences and conventions.

### D. EXEMPTIONS

CLIP will not exercise approval authority with regard to the above referenced activities for employees of the Judiciary or the Legislature. However, CLIP will provide services to these branches of government as requested and maintain employee staff development histories for any services provided.

### E. TRAVEL REGULATIONS

Agencies are reminded that they must follow all State travel regulations with regard to travel associated with the above referenced activities and that they must follow the approval procedures for conferences and certain training outlined in the State Travel Regulations Circular

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Lynn Azarchi  
Acting Director