

Important Information:

Taxes

Tuition reimbursement is tax-free up to the annual IRS educational assistance limit of \$5,250 (January–December). Any reimbursement above the IRS limit will be paid through payroll and reported as taxable income on your W-2.

Employment Requirement

Normally, you must still be employed when reimbursement is paid. Exceptions include approved leave of absence, illness or disability, layoff, or death (estate reimbursed).

Stay One Year

If you receive this benefit, you are expected to remain with Monroe One for one full fiscal year after the fiscal year in which you were last reimbursed. If you resign before that, you must repay 50% of the reimbursement received during the current and preceding fiscal years.

Administration Programs

Up to 10 new unit members each fiscal year may participate in coursework leading to an Administrative Degree (or equivalent).

QUICK REMINDERS

- ✓ Apply before your course starts
- ✓ Earn at least a C
- ✓ Submit receipts & grades on time
- ✓ Keep copies of everything

Take advantage of your negotiated benefit! Any questions or issues, reach out to a union officer.

BUP OFFICERS

Co-Presidents:

Marne Brady & Andrew Jordan

Vice President:

Renee Frosini

Treasurer:

Nita Milillo

Secretary:

Lisa Magguilli

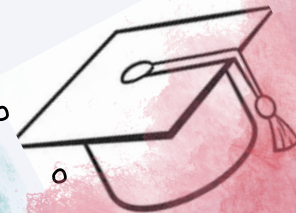
BUP WEBSITE

<https://bup.ny.aft.org/>



Tuition Reimbursement Benefit

Your union contract provides eligible members with a valuable tuition reimbursement benefit to help you continue your education while building your career at Monroe One.



What does this Benefit Cover?

Eligible members may receive tuition reimbursement equal to the cost of:
Three graduate courses (9 credit hours)
at the Nazareth University graduate tuition rate each fiscal year.

Benefit Year

Fiscal Year: July 1 - June 30

Your annual benefit covers courses completed during:

Summer

Fall

Spring

Note:

Summer courses taken during May or June count toward the next fiscal year's benefit.

Unused tuition reimbursement does not roll over into the next year.



PROCESS:

Before Course Begins...

- 1 Apply for tuition reimbursement via Frontline - "Forms I Can Start" - complete Step One of the "Tuition Reimbursement Application." You will need to upload:
 - Course Description
 - Course Schedule

DOCUMENTS MUST INCLUDE YOUR NAME, THE SCHOOL'S NAME, AND THE SEMESTER.

- 2 Your supervisor will review that the course relates to your position and will strengthen your job knowledge and skills.

- 3 HR will give the final approval. You will receive an email notification through Frontline. Review the form to be sure that your request was approved. If approved, go ahead and register for your course!

After Course Completion...

After you finish the course, complete Step Two of the "Tuition Reimbursement Application" via Frontline - Employment Forms Inbox - Current Forms. Upload the following:

- Final Grade
- Paid Tuition Receipt

DOCUMENTS MUST INCLUDE YOUR NAME, COLLEGE NAME, SEMESTER, ACTUAL TUITION CHARGED, DETAILS OF FEES CHARGED SEPARATE FROM TUITION, ANY FINANCIAL AID GIVEN, PROOF OF PAYMENT, AND YOUR GRADES.

DEADLINES!

Semester	Fiscal Year (July-June)
All Summer Courses	August 30th
Fall Semester	December 30th
Spring Semester	May 30th

Payments are processed within 30 days after each submission deadline.

Adhere to deadlines and include requested documentation, otherwise your request will be denied. Any issues with deadlines reach out to Payroll right away.