



**MISSOURI
DEPARTMENT OF SOCIAL SERVICES**

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July 24, 2002

MEMORANDUM FOR ALL DSS EMPLOYEES TO BE DISTRIBUTED BY SUPERVISORS

FROM: Amanda Andrade
Human Resource Director

SUBJECT: Tuition Reimbursement

NOTE: **A COPY OF THIS MEMORANDUM IS TO BE FILED IN EVERY DSS ADMINISTRATIVE POLICY MANUAL WITH THE CURRENT TUITION REIMBURSEMENT POLICY, 2-202.**

Due to ongoing budget constraints the Department of Social Services (DSS) continues to be unable to provide tuition reimbursement. DSS will continue providing the benefit of administrative leave to employees who wish to pursue educational goals on a part-time basis while continuing to work full-time for DSS.

For your convenience, the attached "[Educational Leave Program Application](#)" form must be used to request administrative leave. Employees may receive up to a total maximum of three hours of administrative leave per week to attend approved classes scheduled during an employee's work schedule. Additional time off including travel or study time will be charged to annual leave, compensatory time or may be accommodated by a change in work schedule, pending supervisory approval.

This administrative leave benefit is intended to be a temporary solution to budget constraints and will continue to be effective until further notice. Hopefully, DSS will be able to resume tuition reimbursement in the future. If you have any questions, please feel free to contact Karen Murphy of my staff at 573-751-4244.

C: Human Resource Managers
Executive Staff