



# LOCAL 399

## EDUCATIONAL TRAINING FUND

### IUOE Local 399 E.T.F. Tuition Benefit Program General

#### Combined Annual Benefit

**The following benefits apply to members who are not reimbursed by their employer.**

*To encourage the professional development of IUOE Local 399 Educational Training Fund (ETF) participants, The Trustees have allocated limited funds for qualified educational expenses after successful completion of community college accredited courses, undergraduate & graduate degree courses in accredited institutions, BOMI courses, and LEED Green Associate & Accredited Professional designations.*

#### Reimbursement Requirements

*Members interested in participating in this education benefit program must complete the application for tuition benefit. Eligibility will be based on a first-come, first-served basis, and applicants must be employed by an Educational Training Fund Contributor. The Educational Training Fund Administrator or designee will only approve the benefit for participants in approved degree, LEED, and BOMI programs.*

- *All benefits are contingent upon the student earning a passing grade C or better. If the course is a "Pass/Fail," Pass is acceptable.*

#### **Community College A.A.S and Certificate Programs**

- *IUOE Local 399 Educational Training Fund will assist ETF members @ 50% (out-of-pocket tuition only) for all undergraduate classes of approved A.A.S Degree and certificate programs. Proof of registration is required.*

#### **University Undergraduate and Graduate Programs**

- *IUOE Local 399 Educational Training Fund will assist ETF members with tuition only, for all passing grades @ 50% with a maximum of \$4,000.00 per calendar year. Members enrolled at the Illinois Institute of Technology (IIT) are eligible to receive 80% with a maximum of \$12,000.00 per calendar year. Failure to satisfy the minimum passing grade will result in denial of payment or reimbursement of monies to the participant for the applicable course(s). Proof of registration is required.*

### **BOMI Coursework**

- IUOE Local 399 Educational Training Fund will reimburse tuition for all passing grades in approved BOMA/BOMI courses. The maximum participant benefit for successful completion is 50% per class with a maximum benefit per participant of \$5,000.00 per calendar year. Failure to satisfy the minimum passing grade will result in denial of reimbursement of monies to the participant. This benefit covers the cost for the courses including registration fees. Books or seminars are not included in the benefit.

### **USGBC LEED Credentials**

- IUOE Local 399 Educational Training Fund will assist ETF members with tuition for all passing grades related to L.E.E.D Green Associate (G.A) or LEED Accredited Professional (A.P.). Failure to satisfy the minimum passing grade will result in denial of payment or reimbursement of monies to the participant for the applicable exam(s) or fees. The maximum benefit per successful exam completion is \$350.00. This benefit only covers the cost for the exam including registration fees. Books or seminars are not included in the benefit.

Participants will not be eligible for any stated benefit if they withdraw from an approved course or if the approved course is canceled. The participant is required to immediately notify the Educational Training Fund if they withdraw from an approved course or if the course is canceled. Participants will be eligible for benefits if a change in employment (ETF non-contributing employer) occurs after classes begin for that semester. **Participants will provide a letter or email from their employer stating they will not be reimbursed as referenced in the collective bargaining contract relating to (LEED).**

### **Application Process**

The ETF Participant must complete the Request for **Tuition Benefit Form** for each course the participant wants to take in conjunction with the programs. The Local 399 Educational Training Fund Administrator or designee must approve the request. When completed, the Request for Tuition Benefit Form is submitted to ETF Bookkeeping.

### **Reimbursement Process**

Upon completion of the course, the applicant must submit, within 45 days, legible copies of the following: (1) College / university / USGBC / BOMI statement indicating fees charged and the amount paid (the invoice must contain the school's name and address. Copies of canceled checks and credit card receipts will not be accepted); and (2) College / university / USGBC / BOMI grade card/report indicating the applicant's name, quarter /semester, course name(s) and grade(s) for the term. The participant will be notified by ETF when the benefit check is available for pick up. The participant must sign to receive the check. Requests for the benefit submitted after the 45<sup>th</sup> day of the completion date of class may not be processed.

**ALL REQUIRED DOCUMENTS MUST BE SUBMITTED TO ETF FOR REIMBURSEMENT**