



**Governor's Office of
Employee Relations**



**Nurses' Enhanced
Workshop and Seminar
Reimbursement Program
for
PEF-represented Employees**

**Program Guidelines
for
April 1, 2015 through December 31, 2015**

**Nurses' Enhanced Workshop and Seminar
Reimbursement Program**

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NURSES' ENHANCED WORKSHOP AND SEMINAR REIMBURSEMENT PROGRAM

A. Program Description

The Nurses' Enhanced Workshop and Seminar Reimbursement (WSR) Program provides enhanced training opportunities to Public Employees Federation (PEF)-represented nurses for the period of April 1, 2015 through December 31, 2015. This program supplements benefits already available through the regular WSR Program.

B. Funding and Oversight

Funding is provided through Article 15 of the 2011-2015 Agreement between the State of New York and PEF. Article 15 also establishes the Professional Development Committee (PDC) consisting of two designees from GOER and two from PEF. The PDC has adopted these guidelines and monitors the administration of this program.

C. Program Highlights

- Provides additional reimbursement of up to \$1,000 to PEF-represented nurses for workshops or seminars that enhance their performance in current jobs or further their nursing career.
- All Nurses' Enhanced WSR applications for courses or events must be submitted within 60 days after the end date of the course. The postmark, email date, or fax date will be used to determine the timeliness of the application.
- To be eligible for reimbursement, events must meet the same eligibility criteria required by the regular WSR Program.
- The enhanced benefits are available after benefits under the regular WSR program have been exhausted. For information regarding the regular WSR benefits, refer to the Program Guidelines on the GOER website at http://www.goer.ny.gov/Training_Development/PEF/WSR/index.cfm.
- Nurses' Enhanced WSR can only be used for non-credit bearing courses, workshops, and seminars as detailed in the WSR Guidelines.

D. Eligibility

To be eligible for the Nurses' Enhanced WSR, the following requirements must be met:

1. *Applicant Eligibility:* The employee must be a PEF-represented nurse currently working in a nursing position and meet all eligibility criteria of the regular WSR Program.
2. *Qualifying Events:* To qualify for reimbursement, the non-credit course, workshop, or seminar must meet all eligibility criteria of the regular WSR Program, enhance the

performance of current job responsibilities or further the applicant's nursing career with the State of New York.

This benefit is not for PEF-represented nurses who want to change their career (for example, a nurse who wants to become an attorney).

E. Overview

For PEF-represented nurses who exhaust their regular WSR benefits for the period of April 1, 2015 through December 31, 2015, an additional reimbursement of up to \$1,000 will be available for qualifying non-credit courses, workshops, or seminars.

F. Application and Reimbursement Process

Applicants' regular WSR benefits must be used before the enhanced program benefits.

For complete guidelines and printable application forms, go to http://www.goer.ny.gov/Training_Development/PEF/index.cfm or contact GOER at (518) 474-6612.

Step 1: Complete the Application Form

- Read the application and guidelines carefully and provide all the information required.
- All applications must be submitted within 60 days after the end date of the course. The postmark, email date, or fax date will be used to determine the timeliness of the application.
- Complete a separate WSR application for each non-credit-bearing course, workshop, or seminar.
- Incomplete or illegible applications will be returned.
- Applications with course or event dates that differ from the date shown on the documentation will not be accepted.

Step 2: Attach the Required Documentation

- The following documents are required and must be attached to completed reimbursement application:
 - a. an unaltered invoice, receipt, or itemized summary from the provider showing the registration (attendance) cost of the event, separate from any additional fees;
 - b. list of any financial assistance received toward the cost of the course or event indicating the name of the entity providing the assistance;
 - c. documentation showing the start and end dates of the event or course (month, day, and year);
 - d. documentation from the provider confirming attendance or successful completion.
The WSR Program will not cover incomplete or failed non-credit courses or events.
- Applicants should retain a copy of all documentation for their records.
- The applicant's name must be printed on all original documentation.

Step 3: Submit the Application

Submit signed, dated application and supporting documentation in one of the following ways:

- *U.S. Mail* – Mail application and supporting documentation, postmarked by application deadline, to:

NYS Governor's Office of Employee Relations
PSTP Reimbursement Unit
7th Floor
2 Empire State Plaza
Albany, NY 12223-1250

- *Email* – Scan application and supporting documentation and email by application deadline to PSTTraining@goer.ny.gov
- *Fax* – Fax application and supporting documentation by application deadline to (518) 474-8587

Step 3: Application Status

The following notifications will be sent via email. Accordingly, please be sure applications include a valid email address.

- *Notification of Receipt* — Notification will be sent that the application has been received and is being reviewed.
- *Notification of Hold* — Applicants will be notified when additional information is needed or supporting documentation has not been received.
- *Notification of Rejection or Denial* — Applicants will be notified when their application has been denied and why.
- *Notification of Approval* — Applicants will be notified that their application is being processed for payment.

Step 4: Receive Reimbursement

Once an application has been approved, reimbursement checks will be mailed from the Office of the State Comptroller to the employee's home. This check will resemble a paycheck or travel expense check and is not automatically deposited.

The Governor's Office of Employee Relations (GOER) provides equal access to its programs for all persons and is an equal opportunity provider and employer. It is the policy of GOER to maintain an academic and work environment free of discrimination and harassment against any person on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, gender, religion, age, disability, political beliefs, sexual orientation, genetic information, and veteran, marital or family status, political beliefs, or reprisal. Harassment of GOER program participants, trainers, or staff will not be tolerated.

Reasonable accommodations are available in all aspects of state training consistent with the Americans with Disabilities Act to ensure that every individual is able to gain maximum benefit from their training experience. To request a reasonable accommodation, requests should be submitted to an individual's agency training representative or HR office when signing up for training.