

Employee Development Fund Program

The Employee Development Fund (EDF) provides funding for professional growth and development through participation in coursework that provides academic college credit; continuing education activities, including professional conferences, seminars and workshops; or work skills, computer and technical training.

Employee Eligibility

- Full-time and part-time employees of a participating agency.
- Paid by warrant of the director of the Office of Budget and Management.
- In an active pay status, defined as not being on a partial or full-time disability leave, workers' compensation leave, administrative leave, or other leave of absence at the time of the application and/or beginning of the program.

Course/Event Eligibility

- Courses/Events are expected to provide knowledge and/or skills that relate to the major job classifications as listed in the Ohio Department of Administrative Services, Human Resources Division, Office of Talent Management website.

Tuition Eligibility

- Coursework must provide college credit.
- Employee must receive a "pass" or a "C" or better.
- Electives and prerequisites in an approved degree program are eligible for reimbursement.
- A distance education/online course is covered, if provided by an approved institution and provides college credit.

- Coursework must be provided by an accredited college or university named in the U.S. Department of Education's Database of Accredited Post-Secondary Institutions.

Event Eligibility

- Seminars, workshops, and conferences.
- Courses preparing for or leading to licensure or certification.
- Work skills or computer/technical training.
- Continuing Education Units (CEUs).
- Participants may not use reimbursement for the same event more than once per fiscal year.

Application Policy

- EDF reimbursement request.
- The application must be filled out completely and accurately or it will be rejected and must be resubmitted.

Reimbursement Policy

1. Unless otherwise noted, employees shall apply for reimbursement within 90 calendar days of the completion of the course or event.

2. Employees shall provide the following documentation:
 - a. EDF reimbursement request.
 - b. Proof of cost.
 - c. Proof of payment.
 - d. Proof of completion.
 - EDF reimbursement is subject to fund/budget availability.
3. Reimbursement will be included in the employee's biweekly paycheck.

Processing

Applications are processed on a first-come, first-served basis. Processing times may increase during peak enrollment times (e.g., September, December, January and May).



For policies, forms, resources and helpful links, visit: das.ohio.gov/EDFunds.

Email: EDFund@das.ohio.gov

Program policies for:

- Exempt from Bargaining Unit whose agency participates in the Employee Development Fund.
- Fraternal Order of Police (FOP) Unit 2.
- Ohio State Troopers Association (OSTA) Units 1 and 15.
- Service Employees International Union (SEIU) 1199 Units 11 and 12.
- State Council of Professional Educators (SCOPE) OEA/NEA.

Forms and resources include:

- Employee Development Funds.
- FAQs.
- Process aids.
- EDF Appeal Form.