

## P.S. 2.03 EDUCATIONAL TRAINING AND TUITION SUBSIDY

It is the policy of Atlantic County Government to support employees to upgrade their capabilities through college-level course work. The County has therefore established a college-course subsidy program.

### PROCEDURE:

1. Employees interested in applying for college level educational training subsidy must complete the "Request for Educational Training Subsidy form". The employees eligibility is based on the following criteria:
  - a) Must be a full time County employee for at least one year and have had a satisfactory performance evaluation rating.
  - b) The course work must be directly job related or job essential.
2. Upon completion, the Request for Educational Training and Subsidy form must be submitted to the Department Head as soon as practicable prior to the start of the course. The Department Head will then make an initial recommendation within five work days. If the Department Head initially approves the training he/she will immediately forward the request to the Division of Human Resources for review by the Education and Training Subsidy Committee. If the training is disapproved at the Departmental level, the Department Head will provide the employee with a written explanation of the reason for such action within five days and forward a copy of the disapproved form to the Division of Human Resources.
3. The Education and Training Subsidy Committee will review the request form and make the final recommendation. The Director of Human Resources will notify the employee and the Department Head in writing, whether the request is approved or disapproved. The Educational and Training Subsidy Committee will be guided by the following in reaching a decision:
  - a) Proposed college courses must be directly job related or job essential (i.e. approved training will be limited to coursework that will assist employees in learning new skills/knowledge which will directly enhance their value on the job).
  - b) Courses must not be a pre-requisite according to the New Jersey Department of Personnel job specification of the position occupied by the employee. The one exception to this guideline involves individuals who are functioning in a position which requires a certain educational level but have attained their position through experience, as opposed to education. Such individuals will be reimbursed for educational coursework directly job related. (If a Bachelor's degree is required, but the employee has substituted experience for the degree, only bachelor level courses directly related to the job will be eligible for educational reimbursement.) Non job-related courses otherwise required to qualify for a degree are not reimbursable.

## 2.03 EDUCATIONAL TRAINING AND TUITION SUBSIDY (Page 2)

- c) The college-level subsidy will be limited to coursework taken at an accredited educational institution and with corresponding credit hours.
  - d) The subsidy is subject to the availability of funds in the educational training account.
4. If approved, the employee can begin coursework and upon obtaining a grade of "pass"; "B minus" or better, and submission of the grade and a copy of the paid receipt to the Division of Human Resources, he/she will receive reimbursement or final approval of time used. The employee may seek the subsidy under one of two options:
- a) Management employees and employees represented by a collective bargaining agreement will be reimbursed in the form of an educational allowance at a rate as specified by the appropriate management package or negotiated agreement.
  - b) Only if courses meet during the employees' normal work hours, will the County provide time off with pay up to a maximum of six (6) hours per week, seventy-two (72) hours per semester, two hundred sixteen (216) hours per year. Courses approved and taken during the employees' normal work hours must not disrupt normal operations or services. For those employees who fail to achieve the minimum of a "B-" grade in the course, the County will reclaim time credited during course training by deducting vacation and administrative time on an hour for hour basis.
5. Educational reimbursements for college courses are subject to federal and state income taxes and social security withholding taxes with the exception of undergraduate courses which are exempt from federal taxes only. Reimbursement will be issued as a separate payroll check.

Due to financial constraints and a limited workforce, the Department Head has the right to deny classwork during normal work hours. Under no circumstances will courses be approved for attendance during normal work hours when the course(s) is offered in the evening or on weekends. The educational reimbursement request must be for either time-off or reimbursement, never both.

EDUCATIONAL TRAINING SUBSIDY REQUEST FORM

REQUEST FOR: RELEASE TIME \_\_\_\_\_ REIMBURSEMENT \_\_\_\_\_ (Check One)

APPLICANT INFORMATION

INSTRUCTIONS: TO REQUEST EDUCATIONAL TRAINING SUBSIDY FROM THE COUNTY PLEASE COMPLETE THIS FORM FOR EACH COURSE AND RETURN IT TO YOUR DEPARTMENT HEAD AS SOON AS PRACTICABLE PRIOR TO THE START OF THE COURSE. ALL COURSES SUBSIDIZED BY RELEASE TIME OR REIMBURSEMENT MUST BE DIRECTLY JOB RELATED OR JOB ESSENTIAL.

NAME \_\_\_\_\_  
TITLE \_\_\_\_\_

DEPT \_\_\_\_\_ DATE HIRED \_\_\_\_\_ STATUS: PERM \_\_\_\_\_ PROV \_\_\_\_\_

EXTENSION \_\_\_\_\_  
HIGHEST LEVEL OF SCHOOLING COMPLETED \_\_\_\_\_

COURSE INFORMATION  
(SEPARATE REQUEST FORMS MUST BE COMPLETED FOR EACH COURSE)

COURSE NAME &  
NUMBER \_\_\_\_\_ COST \_\_\_\_\_  
START DATE \_\_\_\_\_ END DATE \_\_\_\_\_  
TIME COURSE MEETS \_\_\_\_\_

CREDIT HOURS \_\_\_\_\_  
NAME OF UNIVERSITY OR COLLEGE \_\_\_\_\_

IS THIS AN ON-LINE COURSE? \_\_\_\_\_ YES \_\_\_\_\_ NO

LEVEL OF TRAINING: UNDERGRADUATE \_\_\_\_\_ GRADUATE \_\_\_\_\_

PLEASE ATTACH A COPY OF COURSE DESCRIPTION OR COURSE ANNOUNCEMENT.

HOW WILL THIS COURSE BENEFIT YOU IN YOUR JOB AND/OR CAREER OBJECTIVES?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EDUCATIONAL TRAINING SUBSIDY RECOMMENDATION

INSTRUCTIONS: UPON RECEIPT OF THE ATTACHED REQUEST THE DEPARTMENT HEAD SHALL MAKE AN INITIAL RECOMMENDATION AND FORWARD TO THE DIVISION OF HUMAN RESOURCES WITHIN FIVE (5) DAYS FOR REVIEW BY THE EDUCATIONAL TRAINING COMMITTEE.

SATISFACTORY PERFORMANCE *EVALUATION* REVIEW: YES \_\_\_\_\_ NO \_\_\_\_\_

RECOMMENDATION: APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

EXPLANATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DEPT. HEAD SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

(DEPARTMENT *MUST* FOWARD THIS FORM TO *THE DIVISION OF HUMAN RESOURCES, EVEN IF REQUEST IS DISAPPROVED.*)

EDUCATIONAL AND TRAINING SUBSIDY COMMITTEE

RECOMMENDATION:

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ INITIAL \_\_\_\_\_ DATE \_\_\_\_\_