

**D. Tuition Reimbursement:**

1. **General Policy:** Permanent, full-time employees or full-time provisional employees with one year of service will be eligible for tuition reimbursement for courses which are job

related provided prior approval is received from the Board of County Commissioners after a written request to and recommendation by the Department Head to the Director of Human Resources. An employee seeking to take classes for the following year must declare his or her intention to take classes by September 30<sup>th</sup> of the current year, to include an estimate number of credits to be pursued.

If prior approval is granted, the employee must submit evidence that he has attained a grade equivalent to a "C" or better. In addition, the employee must agree to remain in County service for a period of six (6) months following completion of each three (3) credits reimbursed. Such period of County service is to be cumulative. If such employee does not remain in the County service for the appropriate length of time, the total amount of tuition, fees and costs of books paid will be reimbursed to the County by the employee or deducted from the employee's final pay. The amount of reimbursement shall be limited to the equivalent cost of three (3) undergraduate credit hours at Rowan College at Burlington County per semester, up to twelve (12) credits per year and fees and costs of books.

The County shall reimburse employees within 60 days of receiving the completed submission of all necessary documentation. The County shall allocate up to \$50,000 per year for tuition reimbursement for employees covered by this labor agreement.

For permanent, full time employees, the Board will reimburse employees for tuition up to the cost of three undergraduate credits per semester at the standard, in-State undergraduate rate at Rowan College at Burlington County and costs of books. The maximum annual reimbursement shall be limited to the tuition cost of twelve (12) undergraduate credits and costs of books. The parameters outlined above shall apply to the programs explained below unless specifically modified below.

**Special Program for courses taken at or through Rowan College at Burlington County ("RCBC"):**

Permanent full time employees or full time employees with one year of full-time service shall be eligible for tuition, standard fees and costs of books reimbursement at RCBC for courses taken in pursuit of an Associate's degree or Bachelor's degree. Standard fees shall include the General, Student Activity and Technology fees, and costs of books; but shall exclude all other fees or costs such as parking, etc.

The total reimbursement for fees per course shall not, however, exceed 35% of the cost of course tuition. A laboratory fee for a science course may also be covered subject to approval by the Director of Human Resources.

For the courses taken at RCBC, the employee shall remain in County service for a period of six (6) months after completion of the course. The commitment required for each course taken shall be cumulative. For any and all courses taken above, should an employee fail to meet the required commitment to remain in County service, the employee shall

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reimburse the County for all tuition, fees and costs of books reimbursements paid by the County on behalf of said employee.

Employees shall be eligible for a maximum of eighteen (18) credits per year and costs of books for courses taken at RCBC in pursuit of a specific degree. The County will not, however, cover the cost of any non-credit, remedial courses.

For employees wishing to take courses at RCBC other than in pursuit of a specific degree, the terms of the special program above shall continue to apply. However, employees shall be eligible for a maximum of twelve (12) credits per year and costs of books.

For employees seeking to earn a bachelor's degree, the degree must be in a field of County government service in order to be approved for tuition reimbursement. All courses taken as electives to the bachelor's degree must be job related. "Job related" for undergraduate elective courses shall be loosely construed.

**Graduate School:**

For employees seeking to earn a graduate degree or pursuing job-related graduate courses, permanent full time employees or full-time employees with one year of service will be eligible for tuition reimbursement for courses which are job related provided prior approval is received from the Board of County Commissioners after a written request to and recommendation by the Department Head to the Director of Human Resources. "Job related" for graduate school courses shall be strictly construed.

If prior approval is granted, the employee must submit evidence that he has attained a grade equivalent to a "B" or better. In addition, the employee must agree to remain in County service for a period of six (6) months following completion of each three (3) credits reimbursed. Such period of County service is to be cumulative. If such employee does not remain in the County service for the appropriate length of time, the total amount of tuition paid will be reimbursed to the County by the employee or deducted from the employee's final pay. The amount of reimbursement shall be limited to the equivalent cost of nine (9) credits per year at the RCBC in-State tuition rate and the cost of books.

**Technical or Trade School programs:**

For employees wishing to enroll in a program at a technical or trade school in pursuit of a certification or other approved course of study, the County shall cover the cost of tuition at the RCBC rate per credit for courses successfully completed up to a maximum of 18 credits per year. For the purposes of determining the value of a credit, fifteen hours of class time shall be equal to one credit. General, required fees and cost of books may be reimbursed subject to the approval of the Director of Human Resources, but may not exceed 25% of the cost of tuition per course. Employees shall continue to work in County service for a period of six (6) months per three credit course.