

1/17/07; Revised 5/20/20 V-20

V. EMPLOYEE BENEFITS POLICY

Tuition Reimbursement

The County offers its employees an educational reimbursement program. The program is designed to provide employees with an incentive to better themselves and become better employees to the County through education. Tuition reimbursement is available to program participants at accredited programs.

Tuition reimbursement shall be limited to three credit hours (not to exceed \$1500) per semester.

Tuition reimbursement is available to cover the cost of tuition and textbooks. Tuition reimbursement is not available to cover special fees or incidental charges.

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Tuition reimbursement benefits are not available to Library Commission employees.

Application

Upon registering for classes, the employee must apply in writing through their respective Department Head to the Director of Human Resources for permission to become eligible for tuition reimbursement a minimum of fifteen working days prior to the date that payment is due to the school. (In this manner, an employee who is denied reimbursement can drop the class without penalty to themselves if they wish.)

Tuition reimbursement is available only for classes relevant to the employee's job. The application for tuition reimbursement must describe the class, explain the relation between the class and the employee's job and the benefits the course will provide to enable the employee to better perform his or her job. The request should also identify the school, set forth the projected cost of the course(s) and course times.

The Director of Human Resources will respond within 10 working days of receipt of the application with approval or denial to the employee through the appropriate Department Head.

Eligibility for Reimbursement

Employees who are approved for tuition reimbursement will be reimbursed upon satisfactory completion (passing grade of "C" or better) of the course work. Pass/fail courses require a grade of "pass." Adopted 1/17/07; Revised 5/20/20 V-21

V. EMPLOYEE BENEFITS POLICY

Tuition Reimbursement (cont'd)

Employees who receive tuition reimbursement must remain in the County's employ for at least two years following the completion of the course toward the certification. Employees who voluntarily separate their employment with the County within the two-year period must reimburse the County for the tuition costs.

Employees taking educational courses scheduled during regular working hours will, with Department Head approval, be excused from work with pay provided the courses taken are directly related to the employee's job performance. Classes taken outside the normal workweek are taken on the employee's own time. The employee shall file a copy of all documents, including transcripts, relating to the completion of course work with the Director of Human Resources through the employee's Department Head.

Unionized Employees

Unionized employees shall only receive tuition reimbursement benefits in accordance with their applicable collective bargaining agreement.