

**507. Education Benefits**

Reimbursement for job-related career development courses is available to full-time permanent employees under the various collective bargaining agreements. Employees not covered by collective bargaining agreements may request reimbursement for training or college courses by applying to the County Personnel Department.

Application must be made in advance (*see Tuition Reimbursement Form - Appendix Form 820*). The Tuition Reimbursement application must be received by the Personnel Department no later than the first day of the course(s) for which reimbursement is sought. Courses should be taken outside the employee's normal working hours and not interfere with the individual's responsibilities of employment. The decision whether the course(s) are related to the employee's position or career development is discretionary with the employer and approval is also subject to the availability of funds.

Reimbursement is limited to the lesser of the actual tuition being charged or the current resident tuition rate for such courses at Rutgers, the State University of New Jersey. All other fees, travel costs, books or supplies are ineligible for reimbursement. Payment is made only upon furnishing evidence of satisfactory completion of the course and submission of a County tuition reimbursement voucher. Employees receiving tuition grants, military, veteran or other tuition financial assistance may be ineligible. Contact the County Personnel Department for the necessary forms.

Employees subject to these policies must sign a service agreement commitment that they will continue employment with the County for at least two years after completion of the course(s). If the employee terminates before completion of the agreement, the employee must repay the County the financial value of the tuition reimbursement that has not been repaid via the above work commitment.