

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 5-21

Effective: 09/24/2013

Revision No.: 2

Review Date: 09/24/2014

Tuition Reimbursement

OVERVIEW: It is the intent of Alachua County to encourage the professional development of its employees. This policy identifies the circumstances under which an employee may receive tuition reimbursement for work-related educational classes.

SCOPE: This policy applies to all permanent employees of the Board of County Commissioners who are in a classified position.

PROVISIONS:

1. **General Rule.** An employee is eligible for reimbursement for the tuition of classes attended at an accredited college or university, which are related to the employee's current job or those that could be applicable for employment opportunities within the County. No costs other than tuition will be reimbursed.
2. **Employee Eligibility**
 - a. Before enrolling in an eligible class, the employee must obtain approval from the department director for the class and for tuition reimbursement. The department director will forward each approved request to the Human Resources Office, where it will be date-stamped when received.
 - b. Employees are eligible for reimbursement not to exceed \$800 per fiscal year, based upon availability of funds.
 - c. The request must be received by the Human Resources Office prior to the first day of class in order to be considered.
3. **Reimbursement Procedures**
 - a. The employee must initially pay all costs associated with the tuition of the approved course(s).
 - b. After successful completion of the course, the employee must submit to the employee's supervisor a Tuition Reimbursement Request (Appendix C) with proof of payment and proof of final course grade.
 - c. After approval by the department director, documents will be forwarded to the Human Resources Office for processing.
 - d. Reimbursement will be as follows:
 - i. Grade "A" (+/-) or "Pass" in Pass/Fail classes---100%
 - ii. Grade "B" (+/-) ---90%
 - iii. Grade "C" (+/-) --- 80%

- iv. Lower than "C" --- no reimbursement
- e. Reimbursement priority will be determined by the Human Resource Office's date-stamp on the request.

County Manager

County Attorney