

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

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Tuition Reimbursement

SCOPE: This procedure applies to all persons employed by the Board after successful completion of the probationary period.

Section 1- Tuition Reimbursement

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

1. **General Rule.** An employee is eligible for reimbursement for the tuition of classes attended at an accredited college or university, or enrollment in an approved vocational training program, 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 for the class and for tuition reimbursement based on the program guidelines from the Department Director. The form will be forwarded via email to the Human Resources Department, where it will be date-stamped when received.
 - b. The request must be approved by the Human Resources Director 10 days prior to the first day of class. Exceptions can be approved by the HR Director.
 - c. Employees are eligible for reimbursement not to exceed \$1600.00, per fiscal year, based upon availability of funds.

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 Department 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 Department's date stamp of the approval on the request and as determined by budgetary constraints.