

## 7.5 Educational Assistance Program

1. **Tuition Reimbursement.** Each educational semester (Spring, Summer, Fall) the County will reimburse the employee towards employee's actual paid tuition for newly attended and approved college level courses, up to \$3600.00 each semester for actual tuition expenses paid by employee.
2. **Approval Process:** For the college course to be "approved" and thus eligible for reimbursement, the course(s) or class(es) description must be provided to, and approved in writing by the County Manager. The course must be given by a fully accredited institution of higher learning. It is the Employee's obligation to forward sufficient proof of the course description, syllabus, and any other supporting documentation along with his/her request to the County Manager for consideration of approval. The County Manager in his/her discretion may approve the course work **as eligible** for reimbursement. This approval process must occur prior to the first day of class attendance. The County Manager will include the Finance Department on any communication with employee to include Manager's approval or denial of coursework reimbursement eligibility.
3. **Reimbursement:** Tuition reimbursement payment to be issued to Employee within twenty-one (21) business days upon presentment to the County Finance Office of original Receipt for tuition actually paid within the previous 60 calendar days, and only for that coursework previously approved by the County Manager through the process indicated above.
4. **Book Reimbursement:** Each education semester (Spring, Summer, Fall, or Winter) the County will reimburse the employee towards employee's actual paid **required college course materials** "book" costs, up to \$400.00 each semester for actual expenses paid by employee. Payment to be issued within twenty-one (21) business days upon presentment to the County Finance Office of: 1) original receipt for materials actually paid within previous 60 days, and 2) proof of enrollment and copy of course syllabus evidencing the requirement of the specific course materials.
5. **Non-Reimbursable:** Previous unapproved college attendance tuition, current unapproved coursework tuition, college tuition which was already paid for, waived, will be paid for, or reimbursed through other 3<sup>rd</sup> party (i.e. GI Bill, Grants, scholarships, Gifts, Trust, University, other employer, etc.) and P.O.S.T. credits, the transfer of those P.O.S.T. credits for college credits, and those costs associated with any transfer of credits from previous institutions to a new college institution for any purpose, are NOT reimbursable. Similarly Previous unapproved course materials, course materials which were paid for, waived, or reimbursed through other 3<sup>rd</sup> party (i.e. GI Bill, Grants, scholarships, university, other employer, etc.) and P.O.S.T. course materials, are NOT reimbursable. The intent of this program is to provide County assistance to County employees where none other exists.
6. **Unsuccessful Course: Continued Eligibility-Tuition Refund to County:**
  - a) Employee must provide proof of a grade report reflecting at least a 2.0 GPA (on 4.0 scale or equivalent GPA on an alternate scale) for each class in which the employee had been

reimbursed by the County or is seeking reimbursement to remain eligible for future Educational Assistance and to avoid refund of tuition to County.

b) Should Employee:

1) Receive any grade for any individual class or coursework less than a 2.0 GPA ("C") as required herein, or receive a Withdrawn "W", a Failing grade "F", No Credit, or otherwise is not successful in completing the course, *or*

2) Fail to present a grade report to the County Manager within 30 days of its issue, then the Employee is not eligible for any further educational assistance, reimbursement for 1 year from the date the reimbursement check for the unsuccessful class(es) was issued, *and* employee agrees and consents as a condition to having received the tuition reimbursement/educational assistance, to reimburse the County through payroll deduction, the full amount of educational assistance issued unto employee for the unsuccessful class.