



Unified Government Human Resources Guide

Effective 6/8/07

EDUCATION REIMBURSEMENT PROGRAM

- I. General: The Unified Government values its employees and wishes to provide a program to encourage and assist employees in pursuing educational opportunities that are of mutual benefit to the employee and the Unified Government. This policy is not intended to replace tuition for courses, training, or seminars normally paid for by Department budgets.
- II. Policy
 - A. This policy covers all employees except those in the Police Department or Fire Department covered by a memorandum of understanding.
 - B. To be eligible for the Education Reimbursement Program, the employee
 1. Must have regular full-time status;
 2. Must not have been disciplined within the twelve (12) months immediately preceding submission of the application;
 3. Must have at least one (1) year of regular service; and
 4. Must have at least a “meets requirements” on his/her last performance evaluation.
 - C. Reimbursement must be approved by the Education Reimbursement Review Committee prior to the employee taking the classes. Approval must be obtained in April for the summer semester, in June for the fall semester, and in November for the spring semester. An employee must meet all eligibility requirements at the time the class is taken, at the time reimbursement is requested, and at the time the reimbursement is processed for payment. Former employees will not be eligible for reimbursement regardless of their active status at the time the class was taken.
 - D. The Education Reimbursement Review Committee (ERRC) will be comprised of the Director of Human Resources or designee, the Chief Financial Officer or designee, and three other members from other departments to be appointed by the County Administrator, and will be reflective of a diverse workforce. All decisions made by the ERRC including, but not limited to, decisions regarding eligibility, funding and denial will be final subject to approval by the County Administrator. If an employee is denied education reimbursement, he/she may submit a request for reconsideration to the County Administrator within five (5) business days from the denial date.
 - E. The employee who has been approved for education reimbursement shall not attend class on Unified Government time, but may use comp time, personal leave, or vacation time if approved by employee’s supervisor.
 - F. The education for which the employee is seeking reimbursement must be related to career development within the employee’s chosen field or a change to a career opportunity available within the Unified Government. Priority will be given to education likely to have a direct positive impact to the organization based on organizational needs. Priority will also be given to traditional classroom education rather than online courses.



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- G. Education reimbursement may be for college, technical, or vocational school credit.
1. Reimbursement
 - a. The employee will be reimbursed at the completion of the course for tuition, books and lab fees related to the course, not to exceed \$1,250 per semester or \$2,500 in one calendar year based upon receiving a “C” or above grade in the course. For pass/fail courses, the employee will be reimbursed 100% of the cost for passing the course and will not receive reimbursement for failing the course.
 - b. Only fees for tuition, books, and lab are eligible for reimbursement. Student travel expenses, optional incidental fees, activity fees, late fees, parking fees, or other costs are not eligible for reimbursement. In instances where an employee receives other financial assistance (i.e. grants, scholarships or waivers), the Unified Government’s assistance will only apply to those amounts not covered by other sources. Tuition costs paid with student or other loans will be eligible for reimbursement, contingent on the employee providing appropriate documentation. Reimbursement may be subject to taxation in accordance with current tax laws.
 - c. Documents required for reimbursement should be turned into Human Resources within six (6) weeks of completion of approved course. Documents required for reimbursement include:
 - (1) Copy of application for education reimbursement that was submitted and approved during the particular application period
 - (2) Receipts for tuition, books, and lab fees
 - (3) Grade document provided by educational institution
 2. To be eligible for reimbursement, the employee must sign a written agreement authorizing the Unified Government to deduct the amount reimbursed from the employee’s final paycheck if the employee resigns his or her employment within two years of the date of reimbursement.
- H. Procedure for Education Reimbursement
1. The application for education reimbursement period is March 15 – 31 for summer semester, May 15 – 31 for fall semester, and October 15-31 for spring semester. Applications can be obtained from the Human Resources Department or online and will be reviewed by the ERRC and approved based upon the criteria set out in this policy. All applications must be turned into Human Resources Department prior to 5:00 p.m. on March 31, May 31 or October 31 deadlines, and all applications will be kept on file in the Human Resources Department.



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2. The ERRC will notify applicants within fifteen (15) working days if the application has been approved. If the request is approved by the ERRC, the employee will submit required documents for eligible expenses to the Human Resources Department within six (6) weeks of completion of approved course. After review of all documentation, Human Resources will submit the request for payment to the Accounts Payable Department for processing.
3. Funding is limited to funds approved for this program in the annual budget. Once budgeted funds for a particular year are expended, no additional reimbursements will be approved. The maximum allowable education reimbursement for any one employee is \$2,500 per calendar year.

RELATED FORM(S): Education Reimbursement Request