

TUITION REIMBURSEMENT

- A. Regular full-time employees, who have successfully completed their initial probationary period, are eligible to apply for tuition reimbursement for job-related classes and/or classes required for job-related degree programs. Tuition reimbursement would be at a rate of 90% of tuition cost. Exceptions to this eligibility period may be made by the County when needed to meet specific operational requirements. Non-job-related classes, which are not considered a requirement in a job-related degree program, are not eligible for tuition reimbursement.
- B. Upon application and approval by the Department Director or Constitutional Officer, an employee shall be reimbursed for full or partial cost of tuition, subject to department and/or Human Resources budget constraints, provided that a grade of B or better is earned. Reimbursement where less than a B is earned will be subject to approval by the County Administrator. Related costs (i.e., registration, lab fees, and books) are not eligible for reimbursement. Department Directors should forward their application to the County Administrator for authorization. Requests in Constitutional Offices for tuition reimbursement are subject to approval of the Constitutional Officer.
- C. Attendance is open to any accredited college and university (undergraduate and graduate), technical/vocational school, business secretarial school, and high school provided the coursework is directly job-related.
- D. Reimbursement may also be made for the cost of GED or other job-related trade and professional certification examinations through valid certifying institutions and upon presentation of definitive documentation.
- E. Employees who are eligible for educational assistance from other sources including, but not limited to, veterans benefits, scholarships, and grants, must exhaust those funding sources before applying for reimbursement under the County's program.