

## **Policy 6.4 – Tuition Reimbursement**

### **OVERVIEW**

It is the intent of the Walton County BCC to encourage the professional development of its employees. This policy identifies the criteria that must be met for an employee to qualify for tuition reimbursement for work-related educational classes.

### **SCOPE**

This policy applies to all permanent full-time employees of the Walton County BCC who have been employed for at least one year, consecutively, successfully completed six months of the training period; met performance standards for the past six months; and have not had any disciplinary procedures in the past six months.

### **PROVISIONS**

#### **General Rule**

An employee is eligible for reimbursement for tuition of classes attended at a regionally accredited college or university, which are related to the employee's current job or those that could be applicable for employment opportunities within Walton County. No costs other than tuition will be reimbursed.

#### **Eligibility**

Before enrolling in an eligible course, the employee must obtain approval from the department director by submitting a Tuition Reimbursement Request for the course and for tuition reimbursement. The department director will forward each approved request to the HR Department where the Tuition Reimbursement Committee made up of the HR Director, the Finance Director, and the Training Manager will determine if the course meets the criteria. All potential reimbursement requests are subject to the availability of funds at time of pre-approval.

Employees are eligible for reimbursement for up to six (6) credit hours per semester with a maximum of eighteen (18) credit hours per fiscal year, based upon the availability of funds.

Employees requesting reimbursement are responsible for obtaining approval from their departmental director and the Director of HR prior to the first day of the course for which they are seeking reimbursement.

#### **Reimbursement Procedures**

The employee must initially pay all costs (courses covered by grants and scholarships that cover full tuition costs are not eligible for tuition reimbursement) associated with the tuition of the approved course(s).

After successful completion of the course, the employee must submit to the HR Department proof of payment and proof of final course grade within thirty (30) days of course completion in order to update the previously submitted Tuition Reimbursement Request to request payment.

After approval by the HR Director, documents will be forwarded to the Finance Department for processing.

**Reimbursement shall be as follows:**

Grade "A" (+/-) or "Pass" in Pass/Fail classes – 100% of paid tuition

Grade "B" (+/-) - 90% of paid tuition

Grade "C" (+/-) – 75% of paid tuition

Lower than a "C" – no reimbursement

Employees who participate in the Tuition Reimbursement Program will be obligated to remain employed with Walton County BCC for a minimum of two (2) years after completion of the last class attended for which they were reimbursed. Employees who voluntarily resign or terminate employment for any reason, prior to the expiration of the two (2) year period, shall repay Walton County BCC 100% of the monies received by the employee from the Tuition Reimbursement Program. Any balance due at time of resignation will be automatically withheld and deducted from employee's final payroll check.