

## Tuition Reimbursement Program

### Tuition Reimbursement Policy

**OVERVIEW:** It is the intent of Walton County 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 Board of County Commissioners who have successfully completed six months of the probationary 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 with Walton County. No costs other than tuition will be reimbursed, including books, which is the responsibility of the employee.

**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 tuition reimbursement. The department director will forward each approved request to the Human Resource Office where the Tuition Reimbursement Committee (consisting of the Human Resources Director, the Finance Director and the Risk & Training Manager) will determine if the course meets the criteria. All potential reimbursement requests are subject to the availability of funds at time of the 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 HR Director prior to the first day of the course for which they are seeking reimbursement.

**Reimbursement Procedures.** The employee must initially pay all costs associated with the tuition of the approved course(s). Courses paid in full by grants and scholarships are not eligible for the Tuition Reimbursement program.

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

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

Reimbursement will be as follows:

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

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

Grade "C" (+/-) – 80% 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.