

Granville County
TUITION REIMBURSEMENT POLICY and APPLICATION

Granville County encourages and supports employees in pursuit of educational and training experiences which not only enhance the employee's knowledge but also benefit the County by providing for a continually increasing level of service excellence to the public.

Subject to availability of funds, the County will reimburse regular (non-probationary) full-time employees up to 50% of tuition costs capped at a maximum of \$2,000 per fiscal year and a maximum of \$10,000 total reimbursement over the course of their employment with Granville County. Eligible costs include tuition and textbooks for courses deemed appropriate by the department head or his/her designee, provided the employee maintains at least a 2.0 or higher GPA. Selected curriculum should include that which will improve the employee's skills for their current job or prepare the employee for promotional opportunities within County service. Proof of satisfactory completion of the courses and payment receipts will be required for reimbursement.

To be eligible for tuition reimbursement, employees must enter into a contractual agreement with the County wherein the employee agrees to continue their employment for a minimum of 12 months following issue of each reimbursement check. The County will not require any period of employment exceeding the 12 months beyond the last reimbursement check issued. If the employee has not yet met the 12-month employment period obligation and (1) the employee voluntarily ends their employment; or (2) the County ends the employee's employment due to reasons addressed in Article IX of the Personnel Policy, the employee will be required to pay back a prorated amount to be determined by the County.

Course work and any other responsibilities involved with the pursuit of further education must be performed outside of the employee's regular work hours. If necessary, an employee may request to use compensatory time or annual leave or may request to be placed on leave without pay status as long as the leave does not interfere with the employee's work obligations or adversely affect service delivery for the County. All such leave requests will be reviewed and approved in accordance with other policies and procedures spelled out in other Articles in this Policy.

Procedure

1. An employee desiring to request tuition reimbursement should notify his or her department head *prior to registering for courses and as far in advance as possible* in order that the reimbursement request may be accounted for in the County's annual budget process.
2. Employees should submit the Tuition Reimbursement Application to their department head who will provide departmental agreement or disagreement and who will then submit the document to human resources.
3. Human Resources will review eligibility requirements, budget availability, obtain final approval from the county manager, and provide written notification to the employee regarding the approval or denial status of their reimbursement application.
4. If approved, human resources will prepare a contractual agreement for the employee and county manager's signatures, and finance officer's pre-audit certification.
5. Human resources is responsible for monitoring the employee's participation and compliance and will recommend reimbursement upon receipt of proper documentation as stated above.
6. Upon completion of the coursework, the employee must submit official grades or other certification noting completion to human resources along with receipt(s) identifying actual course or course material costs and payor. Reimbursement will not be issued for any grants received to assist with tuition nor for any tuition costs not paid directly by the employee. Proof of payment is required.
7. Requests for reimbursement must be made within 30 days of course completion. The employee is responsible for submitting all required documentation to human resources.

TUITION REIMBURSEMENT APPLICATION

Completed applications must be submitted for consideration prior to course enrollment.

Employee Full Name	Department	Position
Home Mailing Address		City, State, Zip
Educational Institution	Degree Program	Semester/Year
Course # 1	Course # 2	
Course # 3	Course # 4	

This is my _____ (#) request for the current fiscal year. I previously received \$_____ for tuition reimbursement this fiscal year and have received a total of \$_____ for tuition reimbursement during the course of my employment with Granville County (see reimbursement limitations). Verified by _____.

My attendance in this degree program will improve my skills in my current job and/or prepare me for promotional opportunities within County service. Explain: _____

Estimated Out of Pocket Expenses <i>Reimbursement not allowed for grants or scholarships received nor for costs not paid directly by the employee.</i>	Eligible Costs <i>To be completed by Human Resources</i>	
Tuition Cost		
Cost of Books		
Total		

By signing and submitting this application, I am requesting departmental authorization and further review. In the event my application is approved, I understand human resources will prepare a contractual agreement for my signature, finance officer pre-audit certification, and county manager approval.

Employee Signature _____ Date _____

ACKNOWLEDGEMENTS AND APPROVALS

I agree or disagree the course(s) submitted above will enhance the employee’s knowledge, skills, or abilities to contribute to the overall goals of Granville County.

- Department Approval
- Department Denial (provide explanation): _____

Department Head Signature _____ Date _____

Human Resources Signature and Non-Departmental Budget Line Review _____ Date _____

Finance Director Signature _____ Date _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

County Manager Approval _____ Date _____

REIMBURSEMENT APPROVAL FOLLOWING COURSE COMPLETION AND SUBMISSION OF REQUIRED DOCUMENTATION

Human Resources Signature (attach copy of executed contractual agreement and submit to finance) _____ Date _____