

# **POLICY: Tuition Reimbursement**

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**POLICY NUMBER: 9.6**

REPLACES: 10/1/16

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The Board of County Commissioners offers tuition reimbursement to eligible employees. The Human Resources/Learning & Performance Program administers the tuition reimbursement program and reserves the right to deny reimbursement for courses deemed not to be consistent with this policy.

Other elected officials offer tuition reimbursement to their employees following guidelines similar to this policy. Employees in these departments should check with their elected official to see if the tuition reimbursement program is an available benefit and for details regarding that elected official's procedures.

Course work must be taken for credit/semester hours being applied towards a degree **and** must have a grade or pass/fail assessment attached to the completion of the program. Seminars, workshops, continuing education, certification preparation courses and/or other professional development classes do not qualify unless they meet this criteria. Courses earning credit hours that are being taken outside of a degree track will not qualify.

## **Eligibility**

Full-time employees who are in an active pay status and who have completed their initial probationary period are eligible for tuition reimbursement, for courses taken after the completion of the probationary period. Exceptions are outlined in negotiated agreements/contracts of the various bargaining units within Montgomery County and affect only those individuals represented by that bargaining unit.

## **Courses Reimbursed at 100%**

Employees will be reimbursed 100% up to \$2400 per calendar year, for the cost of tuition, lab fees and required books(s) for approved courses taken on the employee's own time. This maximum dollar amount may vary per department. The course must directly apply to the employee's current position or prepare the employee for advancement opportunities within the County. Audited classes will not be reimbursed. Your reimbursement may be subject to IRS taxable guidelines.

Courses must be taken at a college, university, or joint vocational school accredited through the "U.S. Department of Education" ([www.ed.gov](http://www.ed.gov)), "The Higher Learning Commission of the North Central Association of Colleges and Schools" ([www.hlcommission.org](http://www.hlcommission.org)) or "AdvancED" ([www.advanc-ed.org](http://www.advanc-ed.org)).

The employee must receive a passing grade as follows:

"C" or above in undergraduate work

"B" or above for graduate work

"P" (pass) for pass/fail courses

## **Courses Reimbursed at 50%:**

Employees may be reimbursed 50% up to \$2400 for **wellness classes** completed at an accredited college (see above.) Wellness classes are defined as physical fitness classes. Aerobics, weight lifting, tennis, stress management, racquetball, volleyball and swimming are acceptable courses. Note: the \$2400 reimbursement amount reflects the maximum funds available for the calendar year for tuition, wellness, or a combination of both.

Employees must obtain a Passing (P) grade to be reimbursed for a wellness class.