

NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	5.05
PAGE	1 of 2
DATE	06/27/14

SUBJECT: TUITION REIMBURSEMENT

APPROVED: 

OBJECTIVE: In an effort to encourage employees to further their education and self-development, New Castle County offers a tuition reimbursement plan which will provide financial assistance to eligible employees.

STATEMENT: Subject to the terms set forth below, New Castle County will provide up to 50% tuition reimbursement, not to exceed \$725 per fiscal year, to eligible employees who successfully complete courses of instruction approved by the department general manager and undertaken primarily for the maintenance or improvement of an employee's knowledge or skills as they relate to employment with New Castle County.

PROCEDURE:

1. The tuition reimbursement plan will be administered by the Office of Human Resources.
2. The Chief Human Resources Officer will be responsible for recommending and monitoring an annual budget for approved education qualifying for tuition reimbursement. The expenditure of these funds will be under the control of the Chief Human Resources Officer and will be disbursed subject to his/her approval.
3. The New Castle County Training Advisory Committee (hereinafter Committee) will assist the Chief Human Resources Officer in the implementation of a tuition reimbursement plan. The Committee will be comprised of: (1) one County employee from each operating department appointed by the general manager; (2) a representative of the row officers; (3) a Chairperson who shall be appointed by the Chief Human Resources Officer and who may be delegated the authority to perform the responsibilities of the Chief Human Resources Officer as granted under the terms of this policy; and (4) such new voting members as approved by the Chief Human Resources Officer.
4. It is the responsibility of the Committee to advise and assist the Chief Human Resources Officer by: (1) insuring that all eligible employees are given an opportunity, within the terms and conditions of this policy, to participate in and benefit from the tuition reimbursement plan; (2) reviewing and making advisory recommendations within the guidelines of this policy on all employee requests for tuition reimbursement which shall be subject to final approval by the Chief Human Resources Officer; (3) publishing an annual report which shall summarize the record of events as well as the disposition of each employee request for participation in the plan; and (4) offering recommendations to the Chief Human Resources Officer to improve and enhance the goals and objectives of the tuition reimbursement plan.
5. All permanent, full-time County employees who have completed their initial hire probationary period are eligible to participate in the tuition reimbursement plan subject to the following conditions: (1) the employee must be able to provide the course title and course description at the time of application for tuition reimbursement; (2) the course must begin within the fiscal year for which applications are being accepted and be approved by the Training Advisory Committee prior to the start date of the course; (3) the tuition reimbursement plan shall not be used in conjunction with a paid educational leave in any way, and the course must not be mandated by the employee's job description; and (4) applications for reimbursement will be considered on an equitable basis, and employees must have a rating of satisfactory or better on their most recent performance evaluation in order to apply.
6. In order to service the employees of New Castle County in as fair and equitable a manner as possible, the following list is the priority in which reimbursement will be granted:
 - Undergraduate - up to 50% per course - maximum \$725 per fiscal year
 - Graduate ——— up to 50% per course - maximum \$725 per fiscal year

NEW CASTLE COUNTY

PERSONNEL POLICY

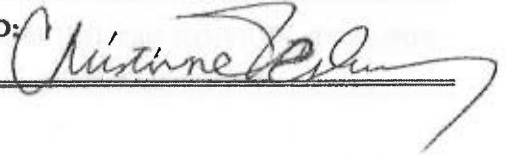
NUMBER 5.05

PAGE 2 of 2

DATE 06/27/14

SUBJECT: TUITION REIMBURSEMENT

APPROVED:



7. New Castle County will provide partial tuition reimbursement when an employee has enrolled in a course which was approved by the Committee prior to the start of the course and has successfully completed that course subject to the criteria set forth: (1) The employee must receive a letter passing grade of "C" or better in the approved course, or a passing grade if no other grading plan is available. Courses with no grading system will require a certificate of attendance and successful completion as proof for reimbursement purposes. A copy of the official transcript showing the grade for the approved course must be tendered to the Committee within sixty (60) days of the completion of the course. (2) Reimbursement of tuition will be made only upon the submission of an original receipt of payment in his/her name of tuition paid by the employee for a course pre-approved by the Committee. Only actual tuition costs are subject to reimbursement. Books, materials, lab fees, travel, lodging or other expenses are not reimbursable items. (3) Employees who are no longer employed by the County at the time of approval for payment of reimbursement will not receive reimbursement of any kind. (4) Employees must maintain a current performance evaluation rating of satisfactory or better for reimbursement.
8. It is the applicant's responsibility to identify the work relativity of the course to the current work being done by the applicant or must provide sufficient information to show that the course is related to the growth and development plan as stated on their performance evaluation. The Training Advisory Committee does not have to approve work relativity if this information is not duly justified as part of the application.
9. Appeals of decisions may be considered by the Chief Human Resources Officer if submitted by the employee within 30 days of notification. The appeal must be in written form and must include any relative information which demonstrates that there may be cause for the Chief Human Resources Officer to reverse the Committee's decision. Decisions of the Chief Human Resources Officer shall be final and there shall be no further right of review or appeal.
10. Employees are required to submit final grades and payment receipts for the processing of their reimbursement within sixty (60) days of the completion of the course.

REQUIRED ACTION: The Chief Human Resources Officer shall be responsible for the implementation of and compliance with this policy.

Revised: 02/24/89
Revised: 04/01/92
Revised: 07/01/00
Revised: 06/27/14