



SULLIVAN COUNTY EDUCATION AND CERTIFICATION REIMBURSEMENT POLICY

PURPOSE

The County of Sullivan is committed to the development of employees and the belief that education is a lifelong process which enhances work performance and increases career mobility within the organization, thereby helping employees provide better service to the public.

POLICY & PROCEDURE

The County has established a program to enhance tuition reimbursement associated with a degree or certification program, or individual course work is available to those employees who meet the criteria and successfully complete the program or course.

The County of Sullivan agrees to share the cost of educational and/or certification courses provided the courses are degree requirements of a job-related degree, the courses are job related or through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. Opportunities for current employees, for degree and/or certification programs for hard to recruit positions in the County shall also be considered for approval.

Eligibility Requirements:

- To be eligible, an employee must be full-time and have been continuously employed for one (1) year.
- The employee must have requested and received approval from the Commissioner of Human Resources and the County Manager's Office prior to registering for or attending any classes. Exceptions to the one year of employment requirement shall be considered, to fill a need in the County, and must be approved by the County Manager's Office.
- The educational institution must be accredited or have recognized professional accreditation for specific courses to which the employee is enrolling.
- Employees must meet the performance expectations of his or her current position.
- Employees must have an Individual Development Plan in place with a Degree Program Plan provided by the school or organization, reviewed and agreed to by their Department

Head, with recognition that the educational investment is part of the employee's development for the current job or for a job to which he or she would realistically move to within the County in the future.

- Individual Development Plan and Degree Program Plan must be submitted for approval to the Human Resources Department no later than eight (8) weeks before the semester begins, or three (3) weeks before the certification program begins. Human Resources shall maintain copies on file.

General Information:

- Undergraduate level and graduate level non-degree course work, (both credit and noncredit courses) are eligible for reimbursement, provided the employee's department head and Commissioner of Human Resources agree that the intended studies relate to the individual's current or potential future job for the County.
- Upon participation in the degree or certification program, the employee shall be obligated to remain in County employment for three (3) years following degree completion. Failure to complete this stipulated obligation shall result in the employee reimbursing the County its portion of tuition on a prorated monthly basis.
- The employee is solely responsible for ensuring that all of the paperwork is filed in a timely manner and all necessary approvals are granted before registering for classes.
- The County reserves the right to withdraw tuition reimbursement in the discretion of the County Manager.
- This policy is intended for complete degree programs and certifications; employees are still eligible for reimbursement of individual classes per their Collective Bargaining Agreements and free classes at Sullivan County Community College. Employees may only seek one method of reimbursement.

Approval & Reimbursement Requirements:

- Cost sharing shall constitute a fifty (50%) percent reimbursement of tuition and fees only, upon satisfactory completion (Grade C or better for undergraduate hours and Grade B or better for graduate hours) of the course work, with a maximum County contribution of \$5,000 annually. Certification programs will be reimbursed at 100% upon completion but shall not exceed a maximum of \$3,000 per certification.
- A tuition reimbursement request form must be completed by the employee and submitted to the Human Resources Department for approval.
- Human Resources shall submit a County voucher along with the approved tuition reimbursement request form to the Audit and Control Department which shall include; the amount to be reimbursed, grade for the completed course(s), copies of the transcript, a

receipt (invoice/statement) showing amount paid for the course(s) and a copy of the approved request. Reimbursement shall be submitted no later than 90 days after the completion of each semester.

- The cost for books, travel, testing and field trips will not be reimbursed.

All educational expenses shall be designated in the County budget and are subject to appropriation.



TUITION REIMBURSEMENT REQUEST FORM

Name:

Employee Number:

Department:

Current Position:

Tuition Reimbursement Request Forms must be approved by your Department Head and/or Commissioner and shall be accompanied with a the amount to be reimbursed, grade for the completed course(s), copies of the transcript, a receipt (invoice/statement) showing amount paid for the course(s)

Course 1

Institution:

Course Title

Course#

Semester & Year

Credits:

Course 2

Institution:

Course Title

Course#

Semester & Year

Credits:

Course 3

Institution:

Course Title

Course#

Semester & Year

Credits:

Course 4

Institution:

Course Title

Course#

Semester & Year

Credits:

TOTAL REQUESTED REIMBURSEMENT _____

Employee Signature

Date:

Department Head or Commissioner

Date:

Commissioner of Human Resources

Date:

Approved_____ Denied_____

Approved_____ Denied_____

Total Approved_____