



**Board of Commissioners
Agenda Item Transmittal Form
Policy Transmittal Form**

Type of Request: Amendment to the current Tuition Reimbursement Policy		County Clerk Use Only Policy #:
<input type="checkbox"/> Submission Information Contact Name: Toni Holmes Department: Talent Management	<input type="checkbox"/> Information Summary of Request: Amendment to the current tuition reimbursement policy, specifically amount of reimbursement allowed along with a separation clause	
<input checked="" type="checkbox"/> Department Director /Elected Official Signature I have reviewed the attached, and it is approved as to substance. Signature: <i>J. Co</i> Date: 11/30/18	<input type="checkbox"/> Chief of Staff Signature I have reviewed the attached, and it is approved for processing. Signature: _____ Date: _____	
<input type="checkbox"/> County Attorney Signature I have reviewed the attached, and it is approved as to form. Signature: _____ Date: _____	<input type="checkbox"/> Director of Legislative Affairs/County Clerk Signature I have reviewed the attached, and it is approved for processing. Signature: _____ Date: _____	
Notes and Comments:		

2018-531A

TUITION REIMBURSEMENT POLICY

The Tuition Reimbursement Program promotes the County's goals of investing in the workforce by providing financial assistance to employees who take job-related, county career-enhancing credit courses at accredited, degree-granting schools and institutions. The Tuition Reimbursement Program is not intended to provide assistance for staff development training or continuing professional education

Rockdale County wants to encourage and assist employees in improving their knowledge, skills, or performance in their present position with the County or to lead to the acquisition of qualifications necessary for higher level positions within the County.

Subject to the conditions contained herein, Rockdale County will reimburse the cost of tuition at \$750 per semester or \$250 per quarter (for a maximum of \$1500 per fiscal year), to regular, full-time employees.

Eligible Employees

Regular, full-time employees who have successfully completed at least 12 months of service with Rockdale County are eligible to participate in the Tuition Reimbursement program. Employees must have a satisfactory performance rating, and be able to sustain that level of performance. If an employee is enrolled in a particular course at the time of his/her separation from the County, the employee will not be reimbursed for any part of the covered expense for that particular course.

Approved Learning Institutions

Approved institutions will be colleges, junior colleges, and universities within the State of Georgia University System. Requests for course study outside of this system will be determined on a case by case basis.

Course Criteria

The course must be part of a degree program (graduate or undergraduate) that will increase the employee's usefulness in his/her current position, and/or prepare them to assume increased responsibilities in the future. Only courses approved in advance will be considered for reimbursement, and all requests must be completed and approved prior to class work beginning. Courses are to be scheduled outside of regular working hours. However, work schedules may be adjusted to accommodate, if office workload permits.

Reimbursement Procedure

Eligible employees must submit a Request for Educational Assistance Form to their Department Head. The Department Head will review the application, make a recommendation, and then submit the application to the Director of Talent Management for approval. After the course is approved for reimbursement, the

employee must submit a receipt for expenses, a copy of his/her grade and must have earned a "C" or better in the class (or a "pass" for courses graded on a pass/fail basis.) Requests submitted after courses begin will not be approved.

Course Schedules

Courses should be scheduled during non-working hours. If a course is available only during regular working hours, final approval for flexible scheduling will be at the discretion of the Department Director.

Reimbursement Procedure

Eligible employees must submit a Request for Educational Assistance Form to their Department Head. The Department Head will review the application, make a recommendation, and then submit the application to the Director of Talent Management for approval. After the course is approved for reimbursement, the employee must submit a receipt for expenses, a copy of his/her grade and must have earned a "C" or better in the class (or a "pass" for courses graded on a pass/fail basis.) Requests submitted after courses begin will not be approved.

Separation of Employment

In the event an employee separates from the County for any reason other than Reduction in Force (RIF) within one (1) year of receiving educational reimbursement, the employee is responsible for repayment of the reimbursement as outlined below:

1-90 calendar days of receiving educational assistance	100%
91-180 calendar days of receiving educational assistance	75%
181-270 calendar days of receiving educational assistance	50%
271-365 calendar days of receiving educational assistance	25%
365 + calendar days of receiving educational assistance	0%

Approved this ____ Day of _____

Board of Commissioners
Rockdale County, Georgia

By: _____
Oz Nesbitt, Chairman

Attest:

By: _____
Jennifer Rutledge, County Clerk