

CHAPTER IV (BENEFITS)

PR-419 Tuition Reimbursement

- A. Eligible employees are encouraged to attend internal and external training and education and development programs to develop and strengthen the knowledge and skills necessary to perform their current or anticipated job responsibilities within the County.
- B. The intent of this policy is to reinforce the County's Core Values by helping employees learn, change and improve.
- C. The output of this policy is to strengthen the County's ability to attract and retain highly qualified employees.
- D. **Definitions**

Eligible Employees must be classified regular full time and meet the following criteria:

1. One year of continuous service with the County
2. Not be on original probation or disciplinary status
3. Received at least a "Meets" or equivalent rating on their most recent performance evaluation
4. Receive a grade of "C" or, "Pass" or better on any class submitted for reimbursement
5. Is not eligible and capable of utilizing the "HOPE" credit per IRS code
6. Continue employment with the County for a period of one year from the receipt of each reimbursement

A degree or vocational program is defined as a listing of specific courses required to obtain an accredited educational degree or certification. This must be provided to Human Resources along with the first request for reimbursement.

Eligible Courses are defined as:

1. Scheduled class meetings or on-line instruction for a quarter or semester period

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2. Provided by an accredited institution, such as a state college or university, or community college in regular or extension programs. "Accreditation" is defined as approved by the Council for Higher Education and its regional affiliates, such as:
 - Middle States Assoc Of Colleges/Universities
 - New England Assoc. Of Colleges/Universities
 - North Central Assoc. Of Colleges/Universities
 - Northwest Comm. On Colleges/Universities
 - Southern Assoc. Of Colleges/Universities
 - Western Assoc. Of Schools/Colleges
3. Specialized instruction approved by the department head and the Human Resources Director.

Reimbursement is defined as up to \$2,400 per calendar year (\$1,200 for January through June and \$1,200 for July through December) for tuition, books, and fees and is paid for expenses pre-approved by the Department Head and Human Resources, subject to an amount appropriated by the Yuma County Board of Supervisors in its annual budget for this purpose, and on file in the Human Resources office when the employee submits an official grade report that the course was satisfactorily completed with a grade of "C" or better, or "Pass".

4. The tuition reimbursement application and all documentation will be submitted to Financial Services for payment within two weeks of receipt in Human Resources.
5. Applications are accepted and processed on a first come, first served basis until the appropriated amount has been exhausted for each CALENDAR year.

Tuition Reimbursement Agreement and Application Forms can be accessed online from the Yuma County Human Resources web-site or obtained from the Yuma County Human Resources office. (See Tuition Reimbursement Agreement and Application Forms, Page 25 of 25, Ch. IV)

Employee Responsibilities include actions required by employees to receive reimbursements, subject to other paragraphs within this Chapter:

Employees are responsible for:

1. Submitting in advance appropriate documentation to and obtaining prior approval of their department head;

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2. A properly completed tuition reimbursement application form and providing a degree or vocational plan from an accredited college or university prior to beginning the course;
3. A properly completed check requisition form to accounts payable upon completion of the course;
4. Full payment of all costs to the institution or course provider; and,
5. Providing their written acknowledgement of and their compliance with the provisions of the tuition reimbursement policy and agreement.

Historical Note: Adopted, Eff. 03/06/06; 7/21/08 Amended 6/20/11

Yuma County

Tuition Reimbursement Agreement and Application Form

In accordance with the Yuma County Tuition Reimbursement Policy (PR-419), you must complete this Tuition Reimbursement Agreement and Application Form and obtain the approval of your Agency Head for the tuition costs of all course work for which you are seeking reimbursement. This form must be submitted prior to beginning your classes so that funds may be held for reimbursement. Late submissions are considered only if funds are available. Information on the Tuition Reimbursement Policy is also available on-line at <http://www.yumacountyaz.gov>

You understand that submission of this form does not guarantee tuition reimbursement of up to \$1,200.00 (*\$1,200 for January through June or \$1,200 for July through December*) and that any reimbursement is subject to appropriation limits described in PR-419. You are responsible for full payment of all tuition to the institution or course provider.

I have registered for the following courses for which I am requesting reimbursement for up to \$1,200.00.

Please check-mark the months of the calendar year that the reimbursement applies.

<input type="checkbox"/>	<i>January through June</i>
<input type="checkbox"/>	<i>July through December</i>

I understand that I must submit verification that I have completed the class(es) at the end of the semester. The classes are as follows:

College/University: _____ Location: _____

Course Name/Number: _____

Dates Attended: _____ Amount Tuition Paid: \$ _____

Amount of Books and Fees Paid: \$ _____

My signature below confirms that I have read and understand PR-419 requirements and hereby apply for tuition reimbursement. I also understand that this Tuition Reimbursement Agreement and Application does not create a contract of employment between me and Yuma County. Either party may terminate the employment relationship at any time with or without cause.

Employee (Print) Name: _____ Department: _____

Employee Signature: _____ Date: _____

Approval:

Agency Head (Print) Name: _____ Department: _____

Agency Head Signature: _____ Date: _____

Approval:

Human Resources: _____ Date: _____