



**RULES OF THE JUDICIAL
MERIT SYSTEM
OF THE SUPERIOR COURT IN
YUMA COUNTY**



APPENDIX D

SUPERIOR COURT IN YUMA COUNTY

TUITION REIMBURSEMENT POLICY AND PROCEDURE

TUITION REIMBURSEMENT (Amended February 25, 2016)

- 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 Court and County.
- B. The intent of this policy is to reinforce the Court and County's Core Values by helping employees learn, change and improve.
- C. The output of this policy is to strengthen the Court and 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 Court and/or 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. Received 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 Court and/or County for a period of one year from the receipt of each reimbursement

A degree or vocation 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.
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".

1. The tuition reimbursement application and all documentation will be submitted to Financial Services for payment within two weeks of receipts in Human Resources.
2. 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 on-line from the Yuma County Human Resources web-site or obtained from the Yuma County Human Resources office.

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.
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.

Please see the Yuma County Personnel Rules at PR 419.

<http://www.yumacountyaz.gov/home/showdocument?id=2210>