



Weber County Human Resources Policy 6-100 Tuition Reimbursement

I. Purpose

To reimburse employees who complete degrees, courses or certificates from eligible institutions that further their professional development at the County.

II. Policy

The Weber County Tuition Reimbursement Program provides employees with an opportunity to further their education and acquire new skills and knowledge enabling them to reach their fullest potential. Weber County supports the growth and development of employees and promotes from within whenever possible. Employees are encouraged to pursue work and career related studies which are of mutual interest to the employee and Weber County. When budget funds are available, Weber County will reimburse specified costs at recognized and accredited educational institutions in accordance with this policy.

III. Procedures

A. Eligibility

1. When budget funds are available, all full-time active employees with a minimum of six (6) months of employment and working a minimum of 30 hours per week are eligible to participate in the program. Employees must maintain the required full-time status to be eligible to receive reimbursements. If budget funds are insufficient for all qualified applicants, eligibility will be determined on a first-come, first-served basis.
2. Employees must be meeting the expectations of the position to be eligible for the program.
3. Courses must be taken at an accredited college or from an accredited organization (including technical colleges).

B. Rules

1. Any required coursework toward a degree or approved certificate program where credit is received is eligible under this program. Programs must be related to jobs or careers within the County.
2. Individual courses taken outside of a degree or certificate program must be directly related to the employee's current position and his/her established career goals or must clearly satisfy a requirement for another position within Weber County that the employee will realistically pursue.

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3. Seminars, workshops, and certificate programs relating to a professional designation, or prep classes for these designations, are not included in this program. These opportunities should be discussed between the employee and his/her supervisor and should be expensed through departmental training budgets.
4. Prior to receiving reimbursement for educational courses pursuant to this policy, the employee will be required to sign a reimbursement agreement providing that the employee may be required to repay all tuition costs to the County if the employee voluntarily terminates employment with the County within two years of completion of course(s).
5. Assistance shall be limited to tuition, fees and books.
6. Weber County will reimburse tuition expenses at 50% up to the IRS limit of \$5,250 per calendar year.
7. Any tuition reimbursement of the course(s) are granted on the condition, that the course(s) are completed with a satisfactory grade of "C" or better, or "Pass" for courses that can only be taken "Pass/Fail."
8. Reimbursement will be paid when receipts for tuition, fees, books, and an official copy of the employee's grade report are submitted to the employee's supervisor. Expenses must be submitted within 30 days of receiving grades.
9. Employees receiving financial aid from other sources such as scholarships, stipends, grants, etc., will be reimbursed 50% of the portion the employee is responsible to pay out of their own pocket.

C. Application Process

1. All classes must be approved by the employee's immediate leadership and Human Resources prior to the start of the class. Employees will not be reimbursed for classes started or completed prior to receiving written approval.
2. A new application should be completed and approved for each quarter or semester.
3. **Employee Responsibility:**
 - a. Before signing up for a class, complete a [Tuition Reimbursement Application](#).
 - b. Employee's immediate supervisor must approve the tuition reimbursement form before it is submitted to Human Resources for approval.
 - c. The employee's supervisor will coordinate approval from the department head/elected official.

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4. Supervisor Responsibility

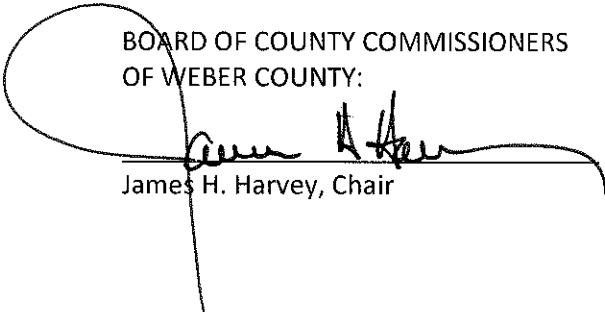
- a. After reviewing the Tuition Reimbursement Application and verifying that the course(s) are job related, sign and obtain any other necessary signatures, and then return the Tuition Reimbursement Application to the employee.

D. Reimbursement Process

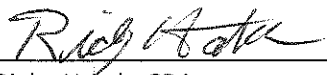
1. Within 30 days after the satisfactory completion of the courses(s) the employee must give a copy of the following to their direct supervisor:
 - a. A copy of the Tuition Reimbursement Application that was previously approved by the employee's immediate supervisor, Human Resources and the department head/elected official.
 - b. A fee statement or tuition receipt showing the tuition cost of the course(s).
 - c. A receipt showing the cost of your textbook(s).
 - d. The grade slip or transcript. If using a transcript, highlight the classes for which reimbursement is requested.


DATED this 17 day of Sept, 2018.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:



James H. Harvey, Chair

ATTEST:


Ricky Hatch, CPA
Weber County Clerk/Auditor


Sarah Swan
Human Resources

Approved as to form and legality:


Courtlan Erickson
Deputy County Attorney