



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.
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.
3. Seminars, workshops, and certificate programs relating to a professional designation, or prep classes for these designations, are not included in this program. These

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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 reimbursement amounts to the County if the employee voluntarily terminates employment with the County within two years of completion of course(s).
5. Expenses eligible for reimbursement (“eligible expenses”) are expenses incurred for tuition, fees, and books, minus the amount of financial aid that the student has received to cover those expenses. For purposes of this policy, financial aid includes scholarships, stipends, grants, etc., but excludes student loans.
6. Each calendar year, Weber County will reimburse 50% of an employee’s eligible expenses, as defined in the previous paragraph, subject to the following restrictions:
 - a. Each year, the County will establish a maximum dollar limit for such reimbursements, based on available budget funds. In no case will this dollar limit exceed the IRS limit for such reimbursements. (As of 2024, the IRS limit was \$5,250 per calendar year, but this amount could change in the future.)
 - b. Employees who are also eligible to receive student loan assistance payments under Human Resources Policy 6-300 may only receive a combined total assistance amount up to the IRS limit. If total reimbursements and payments under this policy and Policy 6-300 would exceed the IRS limit, the employee shall determine which payments will be reduced to avoid exceeding the limit.
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.

C. Application Process

1. All classes must be approved by the employee’s immediate supervisor, department head/elected official, and Human Resources, in that order, 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. As of March 2024, this process uses a paper [Tuition Reimbursement Application](#). However, the County might implement an electronic application and approval process in the future to replace the paper form.

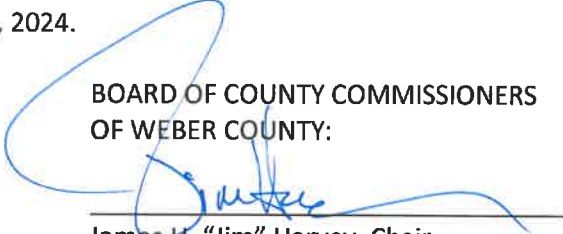
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D. Reimbursement Process


1. Within 30 days after the satisfactory completion of the course(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 textbook(s), if applicable.
 - d. The grade slip or transcript. If using a transcript, highlight the classes for which reimbursement is requested.
2. The direct supervisor must forward the above reimbursement forms to the Human Resources Department for reimbursement. The Human Resources Department will be responsible to ensure annual limits are adhered to.
3. If the County implements an electronic process for obtaining reimbursements, then the requirements in the previous paragraphs might be changed, and each person shall follow the guidelines for using the electronic process.

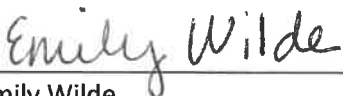
DATED this 19th day of March, 2024.

BOARD OF COUNTY COMMISSIONERS
OF WEBER COUNTY:



James H. "Jim" Harvey, Chair

ATTEST:


Ricky Hatch, CPA
Weber County Clerk/Auditor


Emily Wilde
Human Resources

Approved as to form and legality:


Courtlan Erickson
Deputy County Attorney

