

## TUITION REIMBURSEMENT POLICY

### PURPOSE:

The Village of Lockland recognizes the importance of continuing education in the personal and career development of its employees. To assist and encourage employees' development, the Village will provide limited financial assistance for approved educational courses. All educational training shall be directly related to the employee's position with the Village.

Within the constraints imposed by the annual budget, employees may, upon request and approval, be granted reimbursement for tuition costs for courses offered by approved institutions, or for enrollment costs resulting from special schooling of a non-traditional nature.

### ELIGIBILITY

Tuition assistance will be available to full time employees of the Village of Lockland who satisfy all of the following requirements:

1. Must have a minimum of two years of full-time service with the Village at the time the course begins.
2. Achievement and maintenance of at least an "average" efficiency rating for the employee's current position.
3. The employee must have a good attendance record.
4. An employee shall not have received any disciplinary action during the past 12 months.

### PROCEDURES

Advise your department head, prior to enrolling for the class, that you intend to take a particular course. Your department head will advise you whether the course is of a nature that the Village will approve for partial reimbursement of tuition.

Fill in a "Tuition Reimbursement Request" form. Each request must be accompanied by a recommendation from the employee's department head as to whether or not the request should be approved and outlining the reason therefore.

The "Tuition Reimbursement Request" form will be forwarded to the Village Administrator, with the department head's recommendation, to assure compliance with budgetary and scheduling limitations and for final approval.

## TYPES OF COURSES

The types of educational training that will be considered for reimbursement eligibility include any courses or program which:

1. Are related to the employee's current position with the Village.
2. Will maintain and/or improve the employee's job performance.
3. Will contribute to the employee's career development with the Village of Lockland.
4. Serve to strengthen basic literacy skills such as reading, writing or mathematics.
5. Help the employee to fulfill the requirements for attaining a high school diploma or GED certification.

## TYPES OF INSTITUTIONS

Only courses/training offered by approved institutions will be considered for this program. These include the following:

1. Institutions must be state accredited.
2. Seminars or Workshops must offer Continuing Education credits or Pass/Fail Documentation, and will be evaluated by the Department Head on an individual basis, and approved by the Village Administrator.
3. On-line Computer and Correspondence courses, both accredited and non-accredited, will be evaluated by the Department Head on an individual basis and approved by the Village Administrator.

## REIMBURSEMENT:

Any full-time employee, having no other entitlement to an educational funding resource or subsidy, and having had their tuition reimbursement request approved in advance, shall receive a percentage of tuition reimbursement based on the final grade received for the course as follows:

A- 100% B- 80% C- 60% <C- 0% Pass 50% Fail 0%  
For GED only: Pass 100%, Fail 0%

No other associated expenses incurred by the employee shall be considered for reimbursement.

Total reimbursements per employee shall be limited to:

\$500.<sup>00</sup> \* For employees with 2-5 years of service to the Village and

\$1000.<sup>00</sup> \* For employees with 5 or more years of service to the Village.

\*Amounts will be determined and announced on an annual basis based on budgetary constraints.

Upon completion of the course, a departmental purchase order should be completed and the following items attached to it:

1. A copy of the pre-approved "Tuition Reimbursement Request" form;
2. A copy of the employee's actual receipt for payment of the course registration fee;
3. A copy of the course description published by the college or university;
4. A copy of the actual grade notification pertaining to the course that is the subject of the reimbursement.

### EMPLOYEE RESPONSIBILITIES

Employees who terminate their employment with the Village, voluntarily or involuntarily, will be required to return the Village's outlay for tuition reimbursement as follows:

Up to 365 days (1 year) following completion of course/employment termination – 100%

366 days to 730 days (2 years) following completion or employment termination – 75%

731 days to 1,095 days (3 years) following completion or employment termination- 50%

Thereafter following completion or employment termination – 0%

The Village Administrator is authorized to waive this requirement in unusual and justifiable circumstances.