

02. PERSONNEL

2.28. Tuition Reimbursement

BOS Adopted – January 22, 2020

Courses or classes that directly relate to the employee's current position, and are funded by the County as part of an employee's training, are not subject to the terms and conditions of this policy.

2.28.1. Applicability. Full-Time Permanent employees with a minimum of year of continuous employment with Fluvanna County.

2.28.2. Policy

- A. The Tuition Reimbursement benefit is subject to Board of Supervisors' funding and approval each fiscal year. Annual program funding will be held in the Human Resources budget. Reimbursement will no longer be offered once funding has been exhausted during a fiscal year.
- B. Applies to higher education courses, courses required for tradesman certifications, and preliminary courses for approved credentialing; no auditing is permitted.
- C. Courses taken for college credit must be taken at an accredited institution.
- D. Courses must meet one or more of the following criteria:
 - 1. be job-related, or
 - 2. Required in a job related curriculum, degree program, professional credentialing or licensure.
- E. The tuition reimbursement request must be made, and approval granted, prior to course registration.
- F. The employee must be full-time with at least 12 months of service. The employee should have satisfactorily passed his/her probationary period. The period of service is measured from date of hire to the first day of the course.
- G. Employees may not have more than one active Group 1 offense in their personnel file at the time of the reimbursement. Active Group 2 or Group 3 offenses automatically render employees ineligible for reimbursement.
- H. Fluvanna County will reimburse a maximum of \$500 per employee, per fiscal year until funds are exhausted.

- I. Travel to and from the course is not eligible for mileage reimbursement.
- J. The dollar value of the Tuition Reimbursement will be considered taxable income.
- K. Employees must maintain full-time employment status with the County for twelve (12) months after receipt of the tuition reimbursement.
- L. Human Resources is responsible for maintaining tuition reimbursement records on each employee who uses the program, including information on what courses were taken, dates of courses, tuition and proof of completion.

2.28.3. Procedures

- A. The Employee, prior to registration, must submit a request for tuition reimbursement.
- B. Upon approval by the County Administrator, the employee may register and pay for the course.
- C. After satisfactory course completion, the employee initiates the tuition reimbursement process by submitting the paid tuition receipt and evidence of satisfactory course completion to Human Resources.
- D. Once all required documentation has been received, the employee will receive the tuition reimbursement in the paycheck following the next pay period.

2.28.4. Employee Responsibilities

- A. The Employee must maintain twelve (12) months of continuous full-time employment both before and after receipt of tuition reimbursement.
- B. The employee is responsible for paying for courses up front, from personal funding sources.
- C. Employees must provide evidence of satisfactory course completion, defined as a “C” or better for undergraduate, and a “B” or better for graduate level college classes; a passing score for all other trades and credentialing exams.
- D. The employee is no longer eligible for tuition reimbursement if he/she does not complete the course satisfactorily; drops or withdraws from the course; leaves County employment before completing the course; or if full-time status reduces to part-time status.
- E. If an employee leaves full-time employment prior to twelve (12) months after receiving the reimbursement, the employee will be required to pay back the County at

a prorated amount determined by the number of months remaining in the payback period.