

County of Cumberland Board of Chosen Freeholders	Policy Number: 2.09	Pages: 1 of 2
Chapter: Employee Benefits		Effective Date: May 1, 2017 Supersedes Policy 2.09 dated 5/22/08
Subject: Tuition Reimbursement - Non-Union Employees		

I. POLICY:

In an effort to encourage its employees to continue their professional development, the County shall provide for a tuition reimbursement assistance fund.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. EMPLOYEE ELIGIBILITY

1. At least one year of full-time service
2. Course must be taken at an accredited school approved by the County before tuition costs are incurred
3. Course must be related to present work duties

B. REIMBURSEMENTS

The County will reimburse the employee provided employee is still employed and after the employee has completed the approved course with a passing grade of “B” or better. Proof of grade and paid dated receipt is required.

C. PROCEDURE

1. Approval

Employees shall file applications (see attached) to receive reimbursement with department head at least 60 days prior to the start of the semester. Once approved by department head, the applications shall be forwarded to the Director of Personnel & Human Resources for approval.

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2. Availability of Funding

Since funds are limited they will be awarded on a first-come, first served basis.

- a. Maximum total tuition reimbursement per employee shall be \$5,000/year maximum undergraduate and \$5,460/year maximum graduate.
- b. Reimbursement per credit hour shall not exceed:
 1. Undergraduate Course: \$300
 2. Graduate Course: \$550
- c. Cost for books and other supplies shall be borne by the employee.
- d. Annual expenditures shall be limited to ½ of 1% of the total payroll for non-union employees.