

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 224

Subject: Tuition Reimbursement

The Tuition Reimbursement Program is designed to offer all full-time and regular part-time employees who have been employed by the Crawford County Library for at least two (2) years, regardless of their position, an opportunity to improve job capabilities by reimbursement of tuition and fee expenses incurred while taking additional training.

The major premise of this program is that only the training programs offering direct benefits to the Crawford County Library will qualify for reimbursement. Pre-approval of a class by the Library Board with consent of the Director, must be obtained in order for a class to be considered for the Tuition Reimbursement Program. Total reimbursement may not exceed \$3,000 per individual per fiscal year, depending on budget limitations. The courses are to be taken on the employee's own time, without disruption of the library's schedule or workload. The employee will not receive any compensatory time for their completion.

Courses must be at a recognized school, college or university. Reimbursement will be made upon the submission of proof of successful completion of the course(s), according to the following reimbursement schedule:

- A. A reimbursement of 75% will be granted for a grade of "C" upon completion of approved courses.
- B. A reimbursement of 90% will be granted for a grade of "B" upon completion of approved courses.
- C. A reimbursement of 100% will be granted for a grade of "A" upon completion of approved courses.

Termination of employment within three (3) years of the date of training completion will result in the employee repaying all or a portion of the reimbursement, based on the following schedule:

Repayment schedule – Employment termination (voluntary)

- 1. Within one (1) year of training completion – 100%
- 2. Within two (2) years of training completion – 66%
- 3. Within three (3) years of training completion – 33%
- 4. After three (3) years of training completion – 0%

Applications for reimbursement must be made to the Director who will submit the request to the Library Board for approval.

(Continued on the next page)

It is suggested that the employee discuss their intentions regarding the tuition reimbursement policy with the Director prior to enrollment to be sure the course they are considering will qualify for reimbursement.

Application forms are available from the Director.

Addendum: On a case by case basis, this policy can be temporarily suspended with a 4/5 vote of the Library Board, to allow for increased cost of education.

ADOPTED: December 12, 2000
REVIEWED: February 12, 2015, March 12, 2015, July 12, 2018
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