

Stark County Board of Developmental Disabilities

Policy: 4.52 Tuition Reimbursement	Effective: 6/16/15
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TUITION REIMBURSEMENT

POLICY

The Board supports and encourages training programs that will enable staff to become more proficient at their assigned jobs and develop the skills required for efficient job performances.

Tuition reimbursement is defined as reimbursement to a staff member for job related college coursework and or seminars that are completed through an accredited educational institution by the Ohio Board of Regents or by a certified trainer approved by the Ohio Department of Developmental Disabilities and that will improve the employee's job performance.

The Board will set the total available funds through the annual budget process. Supervisors may request the Board to consider additional allocations should the original allocation be exhausted.

Only full-time and/or regular part-time staff members who have completed six months of employment are eligible. Qualified staff members must have: a satisfactory work record, no active or pending disciplinary actions, and satisfactory or better performance evaluations during their last rating period. Requests for tuition reimbursement are required to be approved by the Superintendent or his designee prior to the actual start date of the training program.

The Superintendent shall develop procedures to implement this policy.

Historical Resolution Information		Reviewer(s): Director of Human Resources Superintendent
Date	Resolution Number	
8/19/11	08-69-11	
5/16/15	05-28-15	

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PROCEDURE

1. The Board will set available funds for the tuition reimbursement program through the annual budget process.
2. Approved college courses and seminars required for degree/certification must be taken on the staff member's personal time.
3. Fees for books, parking or other non-tuition expenses will not be reimbursed.
4. Staff will be reimbursed at the maximum allowable rate for college courses and seminars that directly apply to their current position or for other potential positions within the organization.
5. College courses must be taken for credit; no audits. Reimbursement is contingent upon receipt of a "C" or above, or "P" if the course is taken pass/fail.
6. Applicants may apply for tuition reimbursement for no more than \$1000 per calendar year pre-tax.
7. To initiate a request, a staff member must submit the "[Tuition Reimbursement Application](#)" prior to the start of the class. The applicant's immediate supervisor will record the date the request was received, check to ensure that the employee is eligible, and the course work meets the criteria. If the supervisor recommends approval, he/she will forward the request to the Department Director for his/her recommendation. After the Director recommends approval of the request, it will be submitted to Human Resources to verify the availability of funds and whether the staff person meets the qualifications of this policy.
8. Requests for reimbursement will be taken in order of the date they were submitted to the immediate supervisor. If there should be more than one request with the same date at the point at which funds are no longer available, the criteria for approving requests are based on: 1) applicants who have not yet received tuition reimbursement in the current calendar year, and 2) the seniority of the applicants.
9. When any request for tuition reimbursement is approved, the approval is valid only if:
 - a. The course taken is the course listed on the request form
 - b. The course is taken at the institution as indicated
 - c. The course is taken during the calendar period indicated

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10. If a staff member needs to change the course and/or the institution, he/she must submit a Request for Change in Course Work form to his/her immediate supervisor and receive approval before starting the new course.
11. After completing the course or seminar, the staff member shall submit documents to the Human Resources that can attest to the payment OF tuition expenses, completion of the course/seminar, and grades if applicable. These documents must be submitted within sixty (60) calendar days after the course/seminar is completed.
12. If a staff member does not register for, withdraws from, or does not satisfactory complete a course that has been pre-approved for reimbursement, he/she must inform Human Resources.
13. Tuition Reimbursement may be a taxable benefit.