
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 706
EFFECTIVE DATE: 12/12/08
REVISED: 01/05/15
01/02/18
AUTHORITY: BOC
COUNTY MANAGER: PAW

SUBJECT: EDUCATION ASSISTANCE

I. Policy:

The employer, subject to availability of budgeted funds, may provide educational assistance for tuition and/or fees, other than books, for career-related education. The following criteria in this section must be met.

1.1 General Provisions

- a. The educational course must be taken from an accredited institution of higher learning or another adult education class approved by the department head with concurrence of the Administrative Officer and/or Personnel Director.
- b. The educational course must be job-related or be required for a degree that is directly and clearly related to the employee's current position with the county or an advanced career position with the county.
- c. The employee must request approval for educational assistance from his/her supervisor or department head. Upon approval by the supervisor or department head, the request will be forwarded for review by the Administrative Officer and/or Personnel Director. If approved by the Administrative Officer and/or Personnel Director, the request for payment will be forwarded to the Comptroller's office for final approval.
- d. An employee who voluntarily terminates his/her employment with the employer within 6 months of receiving educational assistance must reimburse the employer for the full amount of the assistance provided.
- e. An employee who voluntarily terminates his/her employment with the employer within 3 years of receiving educational assistance, except as provided for in section 1.2 of this policy, must reimburse the employer for all discretionary education provided for in section 1.3 of this policy exceeding \$1,000 provided by the employer within that timeframe.
- f. Any amount of education reimbursement owed to the employer will be deducted from funds owed to the employee at the time of termination for sick leave, annual leave, and other extra pay reimbursement, but not in violation of the Fair Labor Standards Act (FLSA). If there are insufficient funds to cover the required reimbursement, the terminated employee will be required to pay back the county the remaining amount owed within 30 days of termination. The county may, by civil action, recover owed funds.

1.2 Employer mandated education, training, and certifications

- g. If the employer mandates the education, the employer shall pay all related costs including compensation for the time spent in the class.
- h. Training and education which is required for the employee to maintain his/her licenses, certifications, and credentials for his/her current job classification, and which is necessary for the employee to maintain the minimum qualifications for his/her current job classification, and which is approved by his/her supervisor or department head, shall be paid for by the employer and shall not be subject to the following provisions in this policy. Expenses shall include textbooks and other materials required for the required training and education. The employee shall receive the regular rate of pay during training and education which takes place during the regular workweek period.

1.3 Discretionary education and training

- a. If the education is discretionary, the employer may elect to compensate by providing reimbursement for costs or paying all related costs and/or time spent in class. Prior mutual written agreement between the employee, department head, supervisor, and the Personnel Director and/or Administrative Officer is required.
 - 1. The training must conform to section 1.1 General Provisions of this policy.
 - 2. Only a regular full-time employee will be eligible for reimbursement for discretionary course work after successful completion of the probationary period. Further eligibility may be determined by the department head and the Personnel Director and/or Administrative Officer.
 - 3. The employer may provide up to \$3,000 education assistance to the employee for each fiscal year. There will be no reimbursement if the costs are assumed by any other institution, scholarship, or grant-in-aid.
 - 4. The Employee is responsible for providing proof that he/she completed the discretionary course with a minimum grade of "B" eighty percent (80%). If the course is of a nature such that no grade is given (i.e., pass or fail), the employee must provide a certificate of completion or other official documentation showing satisfactory passage of the course. Employees who do not complete the course with a notice of "satisfactory", or grade of "B" eighty percent (80%) or better must reimburse the employer for the full amount of the assistance provided.
 - 5. Education assistance shall include tuition, course fees, and required textbooks. Other items such as required calculators and lab tools may also be reimbursed in accordance with this section when approved by the department head.

While courses shall normally be taken on the employee's own personal time, exceptions may be granted by the department head when the employee's absence from work will cause no adverse impacts to his/her duties and other employees in the workplace. The decision of the department head shall be subject to approval by the County Manager.

6. Each employee requesting education cost assistance from the county shall complete and sign a written education reimbursement agreement that complies with the provisions of this policy.
7. If mutually agreed upon between the employee, department head, Personnel Director and/or Administrative Officer, and the County Manager, additional education assistance may be provided to the employee.

II. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.