

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b>	<b>DATE APPROVED:</b>	<b>EFFECTIVE:</b> Immediately	<b>POLICY NO.</b> 351
<b>EDUCATIONAL REIUMBURSEMENT PROGRAM</b>	1/1/15	<b>REPLACES:</b> 351 Adopted 9/1/92	

**PURPOSE:** As an incentive for County employees to improve their job skills and to promote improved service to the public, Calhoun County will provide an Educational Reimbursement Program for qualified employees who pursue work-related study.

**ELIGIBILITY:** Employees eligible for educational reimbursement under this policy will be regular, full-time employees who have been employed by the County for at least one year. The basic criteria for approval of educational reimbursement will be the relationship of the course of study to job responsibilities and the prospect of improved job performance or career development within the organization. Classes must be taken during off-duty time and reimbursement shall be limited to \$500 per employee per calendar year.

In keeping with the philosophy that there must be a reasonable expectation that the County will benefit from the reimbursement program, it is expected that employees who receive reimbursement will continue County employment for at least one year following successful course completion. Therefore, if an employee terminates with the County within that first year, he/she will be required to refund the full reimbursement amount. After one year of service is completed, no repayment will be required.

**PROCEDURES:** Employees shall submit a request to their Department Head prior to enrollment on an Educational Reimbursement Form. Upon approval by the Department Head, the request form must then be forwarded to the Human Resources Department for review and approval. The employee shall be notified in writing as to whether or not the request has been approved or denied. Denied applications shall include a reason for the denial and may be appealed through the County Administrator/Controller who will make a final determination.

For approved requests, payment shall be made after the Human Resources Department receives proof of successful completion (a grade of “C” or better) and proof of tuition payment. Upon approval by the Human Resources Department, a request for payment will be submitted to Accounts Payable with a copy of the properly executed documents attached.

This Policy can be amended or terminated at any time by the Board of Commissioners.



# Calhoun County Educational Reimbursement Request Form

Employee ID: \_\_\_\_\_

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Hire Date

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Phone Number

## Course/Program Information

Degree:       Associate's Degree     Bachelor's Degree     Master's Degree     Certification

\_\_\_\_\_  
Name of Educational Institution

\_\_\_\_\_  
Major

\_\_\_\_\_  
Course Name

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

How does the course relate to job responsibilities or career development within Calhoun County?

## Employee Acknowledgement

I have read and understand the Educational Reimbursement Policy and agree to the terms of the policy. Upon completion of the course, I agree to submit proof of successful completion along with proof of tuition payment to Human Resources in order to receive reimbursement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

***Please submit this form to your Department Head for approval.***

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

### HUMAN RESOURCES USE ONLY:

\_\_\_\_ Approved

\_\_\_\_ Denied

Reason for denial: \_\_\_\_\_ HR Rep: \_\_\_\_\_ Date: \_\_\_\_\_