




TOWN OF MOORESVILLE ADMINISTRATIVE POLICY

Title: Educational Assistance	Staff Affected: All
	References:
Approved By:  Town Manager	Approved: December 22, 2022 Effective: January 1, 2023 Rescinds: Educational Assistance Policy dated July 1, 2016 Policy Index #: AP-HR-010

1.0 SUPPLEMENTS

None.

2.0 DEFINITIONS

Course - A class, set of classes or a plan of study on a particular subject, usually leading to an exam, qualification, diploma, or degree which is administrated by an institution accredited by the Southern Association of Colleges and Schools, the State Board of Education in North Carolina or similarly recognized accrediting agencies. Also included are educational programs in the vocational, technical and GED areas.

Job-Related or Developmental Course - A course that directly enhances present job performance or meets reasonable developmental objectives.

Town – Town of Mooresville, North Carolina.

Town Board - The Town of Mooresville Board of Commissioners.

Town Employee – For purposes of this policy and subject to the exceptions set out herein, a Town Employee shall be a person holding a regular, full-time paid position with the Town of Mooresville, North Carolina in departments and offices for which the Town Board serves as the final budget authority. This term shall not include that Town Manager, Town Attorney, a member of any appointed board or committee, a volunteer or any other person that may be hired or appointed by the Town Board.

Tuition Reimbursement - An amount less than or equal to the maximum reimbursement rate set within this policy for costs related to tuition, books or materials needed for an approved course of study reimbursable to a Town Employee by the Town.

3.0 POLICY

3.1 The purpose of this policy is to support and encourage Town Employees to obtain education and instruction that will enhance job performance or encourage job-related development. Maintaining a competent and skilled Town workforce is in the best interest of the citizens of Mooresville. Within the limits of funding provided in the Town budget, Tuition Reimbursement may be made

available through the Department of Human Resources for employees who successfully complete approved Job-Related or Developmental Courses.

3.2 Beyond meeting the definition of a Town Employee above, a Town Employee must have also successfully completed their initial probationary period and have a current evaluation score of “good” or above to be eligible for Tuition Reimbursement.

3.3 Provisions

3.3.1 Application for Tuition Reimbursement shall be made by the Town Employee no later than three (3) weeks prior to the start of the Course(s). The Educational Assistance Form can be accessed online through the Town Intranet. Please note that although application for Tuition Reimbursement must be made prior to the start of the Course(s), the Tuition Reimbursement will not be actually paid until proof of both satisfactory grades and payment are submitted at completion of the Course(s).

3.3.2 The Educational Assistance Form must be approved by both the Director of the department in which the Town Employee works or the Director’s designee and the Department of Human Resources. The Department of Human Resources will notify the Town Employee regarding approval or denial of Tuition Reimbursement eligibility.

3.3.3 At the conclusion of the Course(s), Tuition Reimbursement is contingent upon the Town Employee earning a minimum grade of “C” for an undergraduate Course. or a minimum grade of “B” for a Graduate level Course. The Department of Human Resources must receive acceptable proof of payment as well as an official transcript (or other acceptable proof) showing the Town Employee’s final grade before Tuition Reimbursement can be made.

3.3.4 Tuition Reimbursement shall be made for books and tuition expenses only.

3.3.5 Tuition Reimbursement for instruction, classes, or programs may not be approved if similar instruction, classes or programs are available through the Town. Tuition Reimbursement should not be requested in lieu of similar educational opportunities which are available free of charge.

3.3.6 Tuition Reimbursement will be provided in accordance with the following two tiers:

3.3.6.1 Tier I

Town Employees enrolled in an associates, bachelors or masters degree program in the areas of engineering, leadership/management, economics, planning, criminal justice, mathematics, fire science, library/information science, accounting, information technology, business, political science, public administration, human resources or recreation are eligible to receive 100% of the maximum reimbursement allowed. Town Employees enrolled in a GED program or a vocational/technical program directly related to Town service are also eligible to receive 100% of the maximum reimbursement allowed. The Department of Human Resources and Town Manager may approve additional programs of study in their discretion.

3.3.6.2 Tier II

Town Employees enrolled in any Job-Related or Developmental Courses not included in Tier I are eligible to receive 50% of the maximum reimbursement allowed. Department Directors have the discretion to fund the remaining 50% of Tuition Reimbursement from their respective budgets if it is in the best interest of the department.

- 3.3.7 The maximum reimbursement per fiscal year shall not exceed \$5,000.00.
- 3.3.8 Town Employees leaving employment within twenty-four (24) months from the date of Tuition Reimbursement will be required to pay back all Tuition Reimbursement received during such twenty-four (24) month period. The twenty-four (24) months is calculated moving forward from the date of the last Tuition Reimbursement until the date of resignation.
- 3.3.9 Final approval for Tuition Reimbursement will be made by the Director of Human Resources or designee.

4.0 ATTACHMENTS

None.