

# Policy and procedure

Approved: \_\_\_\_\_, Executive Director

Subject: Tuition Reimbursement

Effective date: Jan. 12, 2023

Questions: Mary Ellen Bradley, Senior Human Resources Generalist

## Purpose

DRCOG provides assistance for tuition reimbursement to encourage employees to further their education, if they so desire. Full-time employees who have been employed with DRCOG for a minimum of six uninterrupted months are eligible for the benefits as outlined below.

## Policy

Tuition reimbursement eligibility will be limited to areas directly related to DRCOG's mission. Reimbursement may be provided so long as the classes are degree-related and the employee's performance is satisfactory. Reimbursable expenses include tuition, university activity fees and course-related textbooks. This benefit is subject to available funds, the approval of the division director **prior** to enrolling, and is subject to a maximum calendar year annual award of \$5,250. The employee must earn a grade of "C" or better for undergraduate courses and a "B" or better for graduate courses. Application must be completed and approved **prior** to the start of the class and grades must be submitted within 30 days of completion of the course(s), or receipt of final grade in order for reimbursement to be considered.

## Separation or resignation

In the event the employee is separated or resigns from employment with DRCOG within six months of the date the grade is turned in, the employee will be responsible for repayment of the full amount paid to the employee and this amount will be withheld from any final pay due the employee.

## Procedure

For tuition reimbursement, the employee must complete a Tuition Reimbursement Request and Agreement, get it signed by their division director, the executive director and submit it to Human Resources with supporting documentation (class schedule, statement of cost), prior to the first class. Once the class is completed, a grade report must be submitted within 30 days of the completion of the course for reimbursement to be made. Contact Human Resources for the Tuition Reimbursement Request Form.