



SUBJECT:
**PROFESSIONAL DEVELOPMENT-TUITION
ASSISTANCE**

POLICY NUMBER:
415.0

PAGE:
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EFFECTIVE DATE:
10/18/2000

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OVERVIEW: Accomack County is a learning organization. It is the intent of the County to encourage the professional development of its employees. This policy identifies the circumstances under which an employee may receive reimbursement for college credit classes.

SCOPE: All full-time regular and limited-term employees who have completed their probationary period.

DEFINITIONS:

College Credit Classes - Those classes that are provided by institutions of higher learning that result in credit hours towards an associate, bachelors, or masters degree.

PROVISIONS:

A. Eligible Expenses:

Up to 50% of the cost of tuition and required textbooks for college credit classes shall be reimbursed to employees providing all of the following conditions are met:

- 1) The classes are job related.
- 2) The classes enhance the employee's ability to perform the employee's current job.
- 3) The employee obtains reimbursement approval from the Department Head prior to enrolling in the class.
- 4) The employee obtains a grade of "C" or better.
- 5) Funds are available.

B. Scheduling of Class Times:

Employees are expected to choose class times that do not interfere with their normal working hours; however, the Department Head may grant flex time to accommodate difficult schedules where possible.

C. Repayment:

Employees are required to repay the costs of any college credit class previously paid for by the County if the employee voluntarily terminates employment less than one year after completing the class.

D. Reimbursement Procedures:

Typically the employee pays for all initial class costs including tuition and textbooks. Once the employee has completed the class, they must submit proof of all costs incurred along with the grade obtained to their Department Head. The Department Head will submit approved reimbursement requests to the Central Accounting Department for processing.