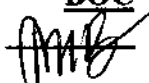

**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 200.17
EFFECTIVE DATE: 2/15/01,
5/16/04
REVISED: 12/19/02, 06/05/03
08/05/04, 09/07/06, 10/16/08
AUTHORITY: BOC
COUNTY MANAGER: 
PAGE 1 OF 4

SUBJECT: TUITION REIMBURSEMENT

- I. PURPOSE:** To encourage and assist employees in furthering their education in an effort to enhance current skills applicable to his/her current position or coursework that would enhance advancement potential for a career path with in the same classification series as the employee's current position.
- II. POLICY:** The County may reimburse full-time and part-time (regularly scheduled 30 hours or more per week benefited) regular employees education costs for coursework or specialized training from an accredited academic institution approved in advance. The approval for reimbursement will be dependent upon the course and its relevance to the employee's current position. Approval must be obtained prior to commencement of each course and course attendance must occur outside of the employee's scheduled work hours. Tuition reimbursement may be limited due to budgetary concerns or limits.
- A. Eligibility:** Employees must have regular full-time status and at least one year of service with the County to be eligible for educational assistance.
- B. Eligible employees may be reimbursed only for courses of study that the County determines are directly related to the employee's present job or which would enhance advancement potential for a career path within the employee's current job classification series.**
- C. Employees requesting educational assistance must obtain approval from their immediate supervisor and department head before enrollment. The following factors will generally be considered in evaluating requests for educational assistance:**
1. The nature and purpose of the study.
 2. The benefits to be derived by the employee and the County.
 3. The employee's level of responsibility and length of service.
 4. The estimated cost; and
 5. The course must be job-related as determined by the immediate supervisor and department head/Elected Official. "Job-related" is defined as coursework that would increase the individual's abilities, knowledge and skills to directly improve or enhance performance in the current position or enhance advancement potential for a career path within the employee's current classification series.

- D. Course attendance, as well as on-line classes and/or study and preparation must occur outside of the employee's scheduled work hours. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance as well as disciplinary action.
- E. A maximum of 12 credit hours of coursework per calendar year may be granted to an employee. Credit hours shall be based on equivalency of the University of Nevada, Reno (UNR) in-state residency undergraduate course cost. Tuition reimbursement shall be limited to an amount not to exceed the equivalent per unit credit cost at UNR. FLSA exempt employees may request a waiver of the 12 credit hours per calendar year maximum by appealing to the County Manager.
- F. The County shall not provide reimbursement for books, lab fees, or other materials or fees required for the course.
- G. Employees who are terminated during the course period because of a reduction in force or job elimination, or who are unable to complete an approved course because of transfer within the County will be reimbursed for the full amount of the cost incurred up to the date of termination or transfer. Employees will not be reimbursed for the expenses associated with the course if they voluntarily leave the County or are terminated for reasons other than those noted above.
- H. Employees seeking reimbursement for educational expenses must agree in writing to repay the amount in full if they leave the County voluntarily or are terminated within one year from the date of reimbursement.
- I. Initial approval of a course of study does not obligate the County to future/continued approval of courses in that course of study. Approvals are only valid for the course and semester given.
- J. Employees who take coursework or training at the specific request or direction of management may be reimbursed for all costs in advance.
- K. Employees receiving reimbursement from any outside sources, such as the Department of Veterans Affairs or scholarships may apply for the County program, but the County's portion may not make the total exceed 100% of the reimbursable cost.
- L. Regular or standard staff training and seminars/conferences are not included within this policy.

III. PROCEDURE:

- A. Prior to taking a course, the employee must complete an application for tuition reimbursement form (attached). The application shall be forwarded to the employee's immediate supervisor and department head for approval. The employee shall not be eligible for any reimbursement if a course was not approved in advance.

- B. Employees seeking reimbursement for educational expenses must agree in writing to repay the County in full if they leave the County voluntarily or are terminated for reasons other than those noted in Section II G within one year from the date of reimbursement. It is the department head's responsibility to notify Human Resources if an employee leaving County employment falls within this category.
- C. The employee shall be notified in a timely manner whether or not management has approved the application request.
- D. Once approved by the department head, the original application shall be forwarded to the Human Resources Manager for coordination purposes; the department shall retain a copy.
- E. Tuition fees for approved courses shall be reimbursed following successful completion of the course for those employees receiving a grade of B or better.
- F. Employees seeking reimbursement for educational expenses must submit a claim form to the Comptroller's office with the following attachments:
 - 1. A copy of the approved application form.
 - 2. A certified transcript of their grades.
 - 3. An itemized receipt for the expenses incurred.
- G. The Human Resources Division will maintain records of all education programs and training completed by each employee.

IV. RESPONSIBILITY FOR REVIEW: The Human Resources Manager will review this policy as needed or at least once every 5 years.

10/16/08

TUITION / TRAINING EXPENSE REIMBURSEMENT APPLICATION

DATE: _____

EMPLOYEE NAME: _____

DEPARTMENT: _____

JOB TITLE: _____

NAME AND DESCRIPTION OF COURSE:

_____COLLEGE / TRAINING
INSTITUTION: _____DATES COURSE STARTS / ENDS:

JUSTIFICATION: The tuition reimbursement program has been established to encourage employees to pursue certain classes, which are job-related and directly benefit the County. What is being taught in the course that is directly related to the employee's job? Please be specific and attach the position's job description. Highlight the specific essential job functions this coursework will benefit.

EMPLOYEES SEEKING REIMBURSEMENT FOR EDUCATIONAL EXPENSES MUST AGREE IN WRITING TO REPAY THE COUNTY IN FULL IF THEY LEAVE THE COUNTY VOLUNTARILY OR ARE TERMINATED WITHIN ONE YEAR FROM THE DATE OF REIMBURSEMENT. BY SIGNING BELOW, THE EMPLOYEE AGREES TO COMPLY WITH ALL PROVISIONS OF THE COUNTY POLICY, INCLUDING THIS REPAYMENT PROVISION.

EMPLOYEE SIGNATURE_____
DATE_____
SUPERVISOR APPROVAL_____
DATE_____
DEPARTMENT HEAD APPROVAL_____
DATE_____
HUMAN RESOURCES MANAGER_____
DATE***FORWARD ORIGINAL APPLICATION TO HUMAN RESOURCES***☐ ENTERED INTO TRAINING RECORD

REVISED 9/27/04

TUITION REIMBURSEMENT AGREEMENT

AN AGREEMENT BETWEEN EAST FORK FIRE AND PARAMEDIC DISTRICT

AND

Applicant Name

WHEREAS, East Fork Fire and Paramedic District (District) periodically provides its members with the opportunity for fire or EMS related training or education other than budgeted training; and

WHEREAS, the District provides the training or education under the conditions set forth in this agreement; and

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

1. **AMOUNT AND PURPOSE.** The recipient will receive reimbursement or an advanced allocation in the amount not to exceed \$4,500.00 for the following education or training: Paramedic School tuition, books, and testing fee.
2. **OTHER TERMS.** The following terms also apply to this agreement:
 - a. Any applicable provision of District or County training or education reimbursement policies or practices.
 - b. An employee of the District is responsible for arranging shift coverage, which will not incur overtime compensation chargeable to the District.
 - c. An advanced allocation will be only provided based upon the payment schedule required by the providing entity and based upon provision of proof of financial hardship with the request for the education or training award.
 - d. Documentation that meets the requirements of the County Comptroller will be required for reimbursement to the recipient or payment of any advanced allocation to an entity.
 - e. No funds will be awarded for any requests that have been paid for by other available means (i.e., educational benefits from the G.I. bill, scholarships, or other sources), and District funding may only be used for any costs in addition to those covered by other sources. The recipient must disclose any other educational funding benefit to which the recipient is entitled.

f. If applicable to the education or training provided to the recipient, reimbursement will be prorated based upon the grade received by the recipient.

g. Other terms or conditions: The recipient agrees that, even if a paramedic certification is received as a result of attendance at this course, no District paramedic position will be available to the recipient, and that the recipient will be eligible to apply for employment as a District paramedic in the normal course of hiring or promoting under the normal procedures for the hiring or promoting of paramedics for available positions.

3. **REPAYMENT.** The recipient specifically agrees that if, for any reason, the recipient's paid employment or volunteer service with the District ceases within three 3 years of the commencement of the education or training, the recipient is liable to the District for repayment of the amount reimbursed or allocated in advance for the training or education on a prorated basis for each year. The recipient also agrees that this condition is reasonable and necessary in order for the District to obtain the benefit of providing the training or education to the recipient. The recipient further agrees that, upon providing notice to the District of the cessation of employment or volunteer service with the District, the recipient will immediately arrange for a voluntary repayment schedule with the District. The recipient agrees that a failure to arrange for and to complete a voluntary repayment schedule will subject the recipient to all available remedies for collection of the debt owing to the District, including costs and attorneys fees incurred in the collection of the debt. In the case of an extreme emergency(such as a relocation of residence due to a family crisis, the recipient may apply to the Chief for a waiver of repayment.

4. **CONSTRUCTION OF CONTRACT.** This contract should be construed and interpreted according to the laws of the State of Nevada.

5. **MODIFICATION OF CONTRACT.** This contract constitutes the entree contract between the parties and may only be modified by a written amendment signed by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed and intend to be legally bound thereby.

Name

Date

Tod F. Carlini
District Fire Chief

Date