

Title: Educational Assistance Program
Policy Number: 404
Effective Date: July 1, 2009
Revision Date:
Authorized by: Board of Supervisors

Policy:

It is the policy of Pottawattamie County to provide educational assistance to its employees in accordance with the guidelines established below.

Comments:

- (1) To be eligible for educational assistance, employees must have regular, full-time status and have successfully completed their introductory period including any extension thereof.
- (2) Eligible employees may be reimbursed only for courses of study that in the County's sole determination, provide benefit to the County by furthering the employee's skills and/or knowledge required in his/her present job or in a future position within the same County Department. In addition, only courses that are offered by pre-approved institutions of learning will be eligible for reimbursement. This policy does not apply to required continuing education for certain County employees.
- (3) In order to be eligible to receive this benefit, an employee must have a current satisfactory performance evaluation, complete the applicable request form and submit it to his/her Department Head for approval no less than thirty (30) days prior to the start of the course. Applications for educational reimbursement may be obtained from the Department Head or the Auditor's Office/Payroll Division.
- (4) The following factors should be utilized in evaluating requests for educational assistance:
 - (a) The nature and purpose of the course of study;
 - (b) The benefits to be derived by the employee and the County;
 - (c) The employee's level of responsibility.
- (5) The County will reimburse fifty percent (50%) of tuition up to a maximum of \$1,100 per fiscal year for courses that have been approved by the Department Head prior to enrollment in the class. Tuition will be

reimbursed for courses only, no books, lab fees, parking or any other miscellaneous fees shall be reimbursed. The Board of Supervisors reserves the right to limit the reimbursable amount and reimbursement is on a first come-first served basis.

- (6) The employee must successfully complete the course with a grade of "C" or equivalent or better to receive reimbursement. No reimbursement will be made for a grade lower than "C" including C-, or for classes the employee does not complete.
- (7) Approved applications shall be submitted to the Board of Supervisors and copies to the Auditor's Office/Payroll Division for submittal in the employee's personnel files. Employees seeking reimbursement for educational expenses must submit to the Department Head a certified transcript of their grade(s) and a tuition statement.
- (8) Employees will not be reimbursed for tuition associated with the course if they voluntarily leave the County or are terminated for reasons other than layoff or job elimination while they are enrolled in the class.
- (9) Employees seeking reimbursement for educational expenses must agree in writing to repay the County in full if they leave the County voluntarily within one (1) year of completing the course. It shall be the responsibility of the Department Head to notify the Auditor's office prior to the issuing of the final paycheck as to whether or not the employee is required to reimburse the County for funds expended under the educational assistance program. If reimbursement is required, funds will automatically be deducted from the final paycheck.
- (10) Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours at the County. 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 and termination of employment.
- (11) Participation in the program does not guarantee the employee a promotion and/or pay increase.

**POTTAWATTAMIE COUNTY
EDUCATIONAL REIMBURSEMENT REQUEST FORM**

Employees who comply with the conditions set forth in the Educational Assistance Program policy as set forth in the Pottawattamie County Employee Handbook will be eligible to be reimbursed up to a maximum of fifty percent (50%) of the tuition cost per approved course. The maximum amount of reimbursement is \$1,100 per fiscal year. Courses must be job related and must have been approved by the Elected Official or Department Head prior to enrollment in the class.

This form must be completed and submitted to the Department Head for approval no less than thirty (30) days prior to the start of the course. Upon completion of the course, the employee must submit a copy of the grade(s) and the official record of tuition costs to the Board of Supervisors in order to receive reimbursement.

Name: _____ Date Request Submitted _____

Department: _____ Job Classification: _____

Educational Institution: _____ Course Title: _____

Course Description: _____

Course Start Date: _____ Course Completion Date: _____

Full Cost of Course Tuition: _____ 50% Reimbursement Request: _____

Employee Signature

Date

Approving Department Head

Date

Board of Supervisors

Date

Employees will not be reimbursed for tuition associated with the course if they voluntarily leave the County or are terminated for reasons other than layoff or job elimination while they are enrolled in the class. Employees must agree in writing to repay the County in full if they leave the County voluntarily within one (1) year of completing the course. *Employee Initials* _____