

<i>I. Policy</i>	<i>Current</i>	<i>II. New</i>	<i>III. Item #/Notes</i>
Career Development			
4.902 Tuition Reimbursement Policy	SUBJECT: Tuition Aid Program	SUBJECT: Tuition Reimbursement Program	1. Language change throughout policy of “aid” to “reimbursement” for consistency
	I. Purpose The purpose of this Policy is to encourage employees to improve themselves by providing a program of tuition aid. For all employees of the Fire District, policies regarding tuition reimbursement will be in accordance with the Memorandum of Agreement between the Fire District and Local 2612 IAFF.	I. Purpose The purpose of this Policy is to encourage employees to consider additional education for professional development purposes by providing a program of tuition reimbursement. For all employees of the Fire District, policies regarding tuition reimbursement will be in accordance with the Memorandum of Agreement between the Fire District and Local 2612 IAFF.	2. Changes language to account for professional development.
	II. Policy A. Permanent active employees who have completed one (1) year of service by the communicated application deadline, and who have satisfactorily completed any applicable initial probationary period, are eligible to apply for tuition reimbursement. This plan will exclude part-time employees, employees who are on leave of absence, have been effected by a reduction in force, or who have left the employment of Sedgwick County before the completion of the class(es).	II. Policy A. Permanent active full-time employees, who have completed two (2) years of service by the communicated application deadline and who have satisfactorily completed any applicable initial probationary period, are eligible to apply for tuition reimbursement. This plan will exclude part-time employees, temporary employees, employees who are on leave of absence, have been affected by a reduction in force, or who have left the employment of Sedgwick County before the completion of the class(es).	3. Clarifies “active” as “active full-time employees.” 4. Requires two (2) years of service, rather than one (1) year of service for eligibility to promote employee retention and commitment to the County. 5. Clarifies the exclusion of temporary employees. 6. Changes “effected” to “affected.”

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	B. This policy is a benefit provided by the County and is not to be considered a right of the employee. i. Funds for providing tuition aid must be available in the budget of the Division of Human Resources or the Fire District budget. ii. Employees will be considered for the program each semester according to the date the application is received. iii. Funds will be allocated evenly to cover each semester's cost during the fiscal year. Any remaining funds from a prior semester will be used in the following semester. The number of employees reimbursed will reflect the funds available that semester. iv. Reimbursement is offered for classes required to complete degree programs, classes that benefit the employee's job or his/her opportunity for promotion within the County, or classes for the completion of a State approved GED program.	B. This policy is a benefit provided by the County and is not to be considered a right of the employee. C. The amount reimbursed will reflect the number of applicants in that semester. Funds will be allocated equitably amongst all qualified applicants, up to the maximum allowed reimbursement amount. D. Reimbursement is offered for classes required to complete degree programs, classes to enhance the skills related to the employee's current job or that may lead to opportunities for promotion within the County, or classes for the completion of a State approved GED program.	7. Removes sub-item B.i. Redundant to item II.E in revised policy. 8. Removes sub-item B.ii. Reimbursement will be allocated equitably amongst all qualified applicants in a semester, rather than based on when application was received. This is now addressed in item C. 9. Sub item B.iii becomes item C. Change in how funds are allocated to ensure all qualified applicants receive reimbursement and all funds are used within the same budget year. 10. Sub item B.iv becomes D. Change in wording from "classes that benefit the employee's job or his/her opportunity for promotion" to "classes to enhance the skills related to the employee's current job or that may lead to opportunities for promotion." Reflects a mutual benefit for

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	1. University/College Classes a. Employees may receive reimbursement up to \$900 per calendar year for tuition costs and fees. b. Tuition aid will be limited to courses offered by universities and colleges accredited through the North Central Association of Colleges and Schools and other universities and colleges whose credits are accepted and transferable within the guidelines of the North Central Association of Colleges and Schools. c. The Tuition Aid Committee will approve correspondence programs through accredited universities/colleges on an individual basis. 2. Technical Training and GED Completion b. Employees may receive reimbursement up to \$300 per calendar year for tuition and fee costs.	i. University/College Classes a. Employees may receive reimbursement up to \$900 per calendar year for tuition and lab fees. b. Tuition reimbursement will be limited to courses offered by universities and colleges accredited through accreditation agencies approved by the Department of Education and other universities and colleges whose credits are accepted and transferable within the guidelines of same accreditation agencies. c. The Tuition Reimbursement Committee will approve correspondence programs through accredited universities/colleges on an individual basis. d. The Tuition Reimbursement Committee will approve online programs through universities/colleges accredited through accreditation agencies approved by the Department of Education on an individual basis. ii. Technical Training and GED Completion b. Employees may receive reimbursement up to \$300 per calendar year for tuition and lab fees.	employee and the County. 11. Change in numbering for consistency in policy. “1” Becomes “i.” 12. Item II.D.i.a clarifies language that tuition and lab fees will be reimbursed. Other fees will not be considered. 13. Item II.D.i.b (formerly II.B.iv.1.b) broadens accreditation agencies from which approved courses will be accepted. Change from North Central Association of Colleges and Schools to those that are accredited through accreditation agencies approved by the Department of Education. 14. Item II.D.i.d added to include reimbursement for online programs accredited through accreditation agencies approved by the Department of Education on an individual basis. 15. Change in numbering for consistency in policy. “2” Becomes “ii.”

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	v. Total maximum yearly reimbursement for an employee will be the actual cost of tuition and fees, not to exceed \$900 and limited to the semester(s) pre-approved by the Tuition Aid Committee. vi. No reimbursement for tuition shall be made from any source other than under the provisions of this Policy. vii. The cost of textbooks will not be reimbursed. viii. Travel and incidental expenses will not be reimbursed. ix. Reimbursement will be awarded for a grade of “C” or better for undergraduate classes. A grade of “B” or better will be required for graduate classes. No reimbursement will be made for pass/fail classes or credit/non-credit classes. x. This reimbursement program does not cover costs for which an employee is covered by other reimbursement sources, such as the G.I. Bill, scholarships, or grants. C. The Division Director, Department Head or Elected Official will determine whether to permit an employee to take time off work to attend classes. Time spent by an employee attending classes on his/her own initiative will not be considered time worked for Sedgwick County and will not be paid. D. An annual review of the tuition aid program will be conducted by the Division of Human Resources to monitor the effectiveness of the program.	E. Total maximum yearly reimbursement for an employee will be the actual cost of tuition and lab fees, not to exceed \$900 as pre-approved by the Tuition Reimbursement Committee pending budgetary constraints. F. No reimbursement for tuition shall be made from any source other than under the provisions of this Policy. G. The cost of textbooks will not be reimbursed. H. Travel and incidental expenses will not be reimbursed. I. Reimbursement will be awarded for a grade of “C” or better for undergraduate classes. A grade of “B” or better will be required for graduate classes. No reimbursement will be made for pass/fail classes or credit/non-credit classes. J. This reimbursement program does not cover costs for which an employee is covered by other reimbursement sources, such as the G.I. Bill, scholarships, or grants. K. The Division Director, Department Head or Elected Official will determine whether to permit an employee to take time off work to attend classes. Time spent by an employee attending classes on his/her own initiative will not be considered time worked for Sedgwick County and will not be paid. L. An annual review of the tuition reimbursement program will be conducted by the Division of Human Resources to monitor the effectiveness of the program.	16. Item II.D.ii.b clarifies language that tuition and lab fees will be reimbursed. Other fees will not be considered. 17. Numbering changes from sub-items v-x under item B to E-J. No change to policy language except in item E noted below. 18. Item v. becomes item E. Adds language that reimbursement is subject to “pending budgetary constraints.” Clarifies language that tuition and lab fees will be reimbursed. Other fees will not be considered for reimbursement. 19. Numbering change from C to K. No change to policy language. 20. Numbering change from D to L. No change to policy language other than “aid” to “reimbursement.”

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	III. Procedure A. The Division of Human Resources will distribute information to County employees concerning application procedures and deadlines prior to the beginning of each traditional school term (fall, spring and summer). i. Traditional semesters are set on the following terms: Spring term is January through May; Summer term is June through August; and Fall term is September through December. B. Employees must submit an application for tuition aid to the Division of Human Resources. Fire District employees must submit an application to the Fire Chief before registering for classes to be eligible for tuition aid. It is the responsibility of the employee to make sure that the application form is on file. i. The Application for Tuition Reimbursement must be submitted to the Division of Human Resources no later than the deadline set forth in the communication before each traditional school term. ii. The class(es) will be approved by the Tuition Aid Review Committee according to the criteria outlined above. Approval notices will be returned to the employee. iii. The Tuition Aid Review Committee shall consist of a representative from Human Resources, the Career Development Officer, a representative from the Department of Finance, and a member appointed by the	III. Procedure A. The Division of Human Resources will distribute information to County employees concerning application procedures and deadlines. B. Employees must submit an application for tuition reimbursement to the Division of Human Resources through the electronic tuition reimbursement form found on E-line. Fire District employees must submit an application to the Fire Chief before registering for classes to be eligible for tuition reimbursement. It is the responsibility of the employee to make sure that the application form is on file. i. The Application for Tuition Reimbursement must be submitted to the Division of Human Resources no later than the deadline set by the Division of Human Resources for each traditional school term. ii. The class(es) will be approved by the Tuition Reimbursement Review Committee according to the criteria outlined above. Notice of the Committee decision will be returned to the employee. iii. The Tuition Reimbursement Review Committee shall consist of a representative from Human Resources, the Career Development Officer, a representative from the Department of Finance, and a member appointed by the County Manager.	21. Item A - Change in language and remove A.ii to allow for more flexibility in application procedures and deadlines. Removes timeframe requirement for communication. 22. Item B – Change in procedure requiring submission of application through E-line to promote administrative efficiency. 23. Item B.i – Removes requirement that application deadline be set prior to each traditional school term to promote administrative flexibility. 24. Item B.ii – Changes procedure so employees will receive notice of approval or denial of reimbursement. 25. Item B.iii and B.iv combined into item B.iii. No change to policy language.

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	County Manager. iv. An applicant for tuition aid whose request has been denied by the Tuition Aid Review Committee shall have a right to appeal the denial to the County Manager, who will decide final disposition of the request. C. Within thirty (30) days after completion of the class(es), the employee must submit the grade transcript and the paid tuition receipt to the Division of Human Resources.	An applicant, whose request for tuition reimbursement has been denied by the Tuition Reimbursement Review Committee, shall have a right to appeal the denial to the County Manager, who will decide final disposition of the request. C. The Division of Human Resources will communicate a deadline each semester for submission of grades. It is the employee's responsibility to submit grades by the stated deadline. Failure to submit grades by the stated deadline will result in no reimbursement to the employee.	26. Item C – Changes deadline requirement for submission of grades. Revised deadline will allow for payment of all reimbursements within current budget year. Allows for other means of grade submittal other than by transcript.