

EMPLOYEE HANDBOOK

TUITION REIMBURSEMENT

Board Policy:

REVIEW DATE: 02/22/2018
DATE APPROVED: 02/22/2018
EFFECTIVE DATE: 04/01/2018
REPLACING POLICY EFFECTIVE: 10/10/2006

Educational support for employees enhances the Library's ability to better serve the community. In some instances, the Library may provide reimbursement for all or a portion of out-of-pocket tuition expenditures in pursuit of continued education. Tuition reimbursement will be based on strategic priorities, educational development needs of the organization, succession planning, number of staff applying for assistance, and the availability of funding. The financial needs of the applicant may be a material consideration along with these other criteria.

Reimbursement is not awarded for support of attaining a basic undergraduate degree outside of Library priorities.

Administrative Procedure:

REVIEW DATE: 06/14/2022
DATE APPROVED: 06/14/2022
EFFECTIVE DATE: 06/14/2022
REPLACING PROCEDURE EFFECTIVE: 04/01/2018

- A. All employees who have been employed at least one year and received at least a "meets expectations" performance assessment on their most recent evaluation are eligible for tuition reimbursement. The Library reserves the right to waive the one-year eligibility period.
- B. In the first quarter of each year, the Executive Leadership Team will articulate the priorities and application process for the year. Notification of tuition reimbursement eligibility will be announced to individual employees no later than the end of the second quarter. CML has the ability to open the application process and approve recipients up to two times per year.
- C. Assistance requests must be submitted prior to costs being incurred.
- D. Tuition Reimbursement will not exceed \$5,000 per employee per academic year. Reimbursement for the current year does not guarantee future support.
- E. Approved applicants will receive reimbursement only if the following criteria are met:
 1. Submission of a transcript documenting at least a "B" or "pass" in a pass/fail course.

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2. Submission of a copy of the educational institution's charges for completed coursework.
 3. Submission of a receipt for out-of-pocket payment(s).
- F. Tuition assistance reimbursement is only awarded to current employees. The employee must sign an agreement that if they separate from the Library within one year of receiving tuition assistance, 100% of the reimbursement must be paid back to the Library; 50% is owed if separation happens within two years.
- G. No reimbursement will be given for expenses paid for by grants, scholarships or similar forms of financial aid.