

EMPLOYEE HANDBOOK

TUITION REIMBURSEMENT

Board Policy:

REVIEW DATE: 12/05/2024
DATE APPROVED: 12/05/2024
EFFECTIVE DATE: 01/01/2025
REPLACING POLICY EFFECTIVE: 04/01/2018

Educational support for employees enhances the Columbus Metropolitan Library (CML's) ability to better serve the community. In some instances, CML 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.

Administrative Procedure:

REVIEW DATE: 12/05/2024
DATE APPROVED: 12/05/2024
EFFECTIVE DATE: 01/01/2025
REPLACING PROCEDURE EFFECTIVE: 06/14/2018

- 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. CML reserves the right to waive the one-year eligibility period.
- B. CML has the ability to open the application process and approve recipients up to two times per year. As part of the process, the Executive Leadership Team will articulate the priorities and application cycle including deadlines and decision dates.
- C. Assistance requests must be submitted prior to costs being incurred.
- D. Tuition Reimbursement will not exceed \$5,000 per employee per 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.
 - 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.

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Employees who separate from CML within one year of receiving tuition assistance owe 100% of the reimbursement paid back to CML; 50% is owed if separation happens within two years. Employees receiving tuition reimbursement must sign a Tuition Reimbursement Acknowledgement form acknowledging the policy.

G. No reimbursement is allowable for expenses paid for by grants or scholarships or similar forms of financial aid.

Related Policies/Forms:

- Tuition Reimbursement Acknowledgement Form