



COUNTY OF TRINITY

Human Resources Policy

SUBJECT:	Tuition Reimbursement Policy
POLICY NO.:	2024 -05
INITIAL DATE PREPARED:	April 20, 2024
LAST DATE REVISED:	
RESOLUTION NO.:	N/A

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I. PURPOSE:

The purpose of this Tuition Reimbursement Policy is to encourage and support the professional development and educational advancement of our employees. This policy outlines the eligibility criteria, application process, and conditions for reimbursement.

II. SCOPE:

This policy applies to all full-time employees in good standing who have completed a minimum of one (1) year of continuous service with Trinity County.

III. ELIGIBILITY:

To be eligible for tuition reimbursement, employees must meet the following criteria:

- a. Be a full-time employee.
- b. Have successfully completed one (1) year of continuous service with Trinity County.
- c. Be in good standing.
- d. Enroll in a degree, certification, or job-related course at an accredited institution.
- e. Submit an application for reimbursement prior to the start of the semester.

IV. REIMBURSEMENT LIMITS:

- a. The maximum reimbursement amount per calendar year is \$2000.
- b. Reimbursement will cover tuition and mandatory fees and required books.

V. APPROVED COURSES:

Courses must be directly related to the employee's current job responsibilities, align with the County's strategic goals, or follow a career path within the County that the employee is interested in pursuing.

VI. APPLICATION PROCESS:

- a. Employees must submit a Tuition Reimbursement Application with their Department Head approval to the Human Resources department before the start of the course.
- b. The application must include details such as course name, institution, dates, and total cost.
- c. Upon completion of the course, employees must submit proof of successful completion and proof of payment to Human Resources.

VII. REIMBURSEMENT PROCEDURE:

- a. Reimbursement will be processed within two weeks of receiving all required documentation.
- b. Reimbursement will be made in the form of a one-time payment through the claims process.

VIII. AGREEMENT TO CONTINUE EMPLOYMENT:

- a. Employees who receive tuition reimbursement must commit to remaining employed with Trinity County for at least two (2) years after the completion of the course.
- b. If an employee voluntarily resigns or is terminated for cause before fulfilling the commitment period, they may be required to repay the reimbursed amount on a prorated basis.

IX. EXCEPTIONS AND APPEALS:

- a. Exceptions to any provisions of this policy must be approved in writing by the Human Resources Director.
- b. Employees who wish to appeal a denial of reimbursement may do so by submitting a written appeal to the Human Resources Department within 10 days of receiving the denial notice.

X. POLICY REVIEW:

This policy will be reviewed annually and updated as needed.

By signing below, employees acknowledge that they have read, understood, and agree to comply with the Tuition Reimbursement Policy.

Employee Name

Signature

Date

Department Head Name

Signature

Date