

## **Camden County Library District Policy Manual**

### **Section 1. Employees**

#### **Subsection 30. Tuition Reimbursement Policy – Revised February 2022**

The Camden County Library District seeks to have the best-trained employees possible. As an incentive for employees to increase their education, the District has implemented the following policy to reimburse employee costs for furthering their education. Each year, the Director will recommend in his annual budget money for staff members' tuition. This budget is not to exceed 1% of the total revenue of the District for the previous year. The budget may be adjusted downwards if circumstances warrant.

#### **Staff members who wish to have tuition reimbursed must meet the following qualifications.**

- The employee must have one (1) year prior service with the library district.
- The employee must have had no written disciplinary actions within the previous year.
- The employee must be recommended for the tuition program by their supervisor.

#### **Programs that qualify for reimbursement must meet the following criteria:**

- The program must be accredited by a widely recognized accrediting agency, i.e., for library science, the program must be accredited by ALA.
- The program must be a public institution that offers in-state tuition rates for our employees, or if the program is not available in state, the tuition rate must be equal to or lower than a similar program found in state. Programs with physical locations in Camden County are also acceptable.
- The program must allow an extended time period to complete the course of study to allow the employee to study as a part-time student.

#### **Other needed qualifications:**

- The program of study must be approved by the Library Director.
- The reimbursement program will pay up to 10 semester hours credit per semester, or equivalent for full-time employees, and 1 class per semester or quarter for part-time employees.

#### **Payment schedule**

Upon successful completion of the course work each semester, the library will reimburse employees based upon their grades.

For work graded "A" or "B," the library will reimburse 100% of tuition and fees. For work graded "C," the library will reimburse 80% of the cost.

The library will not reimburse for coursework graded lower than “C” or for dropped or incomplete courses.

The library will reimburse at 100% for passing a pass/fail course. Other grading systems will be reimbursed at the equivalent of an A, B, or C grading system. The employee will need to present the invoice and grades from the educational institution for reimbursement.

**Are incomplete courses ever eligible for reimbursement?**

Yes. The policy will reimburse your covered costs and the amount (if any) when you withdraw from a course for one or more of the following reasons:

- Active military service.
- On-the-job accident.
- Library-initiated change to working hours/work location or unanticipated business travel.
- Library-initiated termination for reason other than “cause.”
- Death of the employee (estate to receive reimbursement).

**Repayment Clause**

If the Full-Time employee is terminated for cause or voluntarily resigns within 2 years of taking classes, the tuition for the last 2 semesters will be required to be reimbursed to the Library District via final pay reduction. Part-time employees will need to pay back the previous semester or quarter by final pay reduction.