

Camden County Library District Policy Manual

Section 1. Employees

Subsection 30. Tuition Reimbursement Policy

The Camden County Library District seeks to have well-trained employees and promotes current talented staff by offering Tuition Reimbursement.

Regular full-time and part-time employees who have worked for the library a minimum of one (1) continuance year may apply for tuition reimbursement for courses leading to an Undergraduate Degree or a Master's Degree in Library Science, or other course study that goes along with current or future position needs of the library and that are approved programs accredited by NCA (North Central Association).

Qualification Conditions:

- The employee must have one (1) year continuance service with the district.
- The employee must have had no written disciplinary actions within the previous year and maintain satisfactory job performance as demonstrated by performance evaluations.
- The employee must be recommended for the tuition program by their supervisor.
- The reimbursement program will pay up to 6 credit hours; per 8-week semester, or equivalent for full-time employees, and 3 credit hours per 8-week semester or quarter for part-time employees.
- Tuition Reimbursement will include all approved class courses, (unless previously agreed upon by the Library and Board of Trustees).
- Employees participating in the Tuition Reimbursement Program will report to the Library Director educational grants, scholarships, or other financial assistance received from outside sources before a final decision is made. Reimbursement will be for the net cost to the individual after deducting the amount of outside aid.
- The program of study must be approved by the Library Director and the Library Board of Trustees.

Reimbursement will be based on the following payment schedule:

A = 75%

B = 75%

C = 60%

D, F, dropped class, or incomplete = No reimbursement.

Pass/Fail class = 60% pass/0% fail.

Other grading systems will be reimbursed at the equivalent of an A, B, or C grading system.

Reimbursement Procedure:

Official grades and receipts will be submitted to the Library Director within 20 days of class completion.

If an employee who has received tuition assistance leaves employment prior to 2 years from the date of the completed class, the employee will be required to reimburse the Camden County Library District as set forth in the schedule below:

- The employee will repay 100% of the total tuition reimbursed if the employee terminates employment with CCLD within 12 months of completing the class.
- The employee will repay 75% of the total tuition reimbursed if the employee terminates employment with CCLD between 13 and 29 months of completing the class.

Exceptions:

- Active military service would only apply to the last semester of classes not completed.
- Library-initiated change to working hours/work location would only apply to the last semester of classes not completed.

Application:

- Application should be made to the Library Director.
- Applications should include a preliminary work plan, including the total number of hours required for the degree, the number of courses to be taken per semester or term, and the anticipated date of completion.
- Applicants are approved by the Library Director and the Library Board of Trustees.

Approved March 12, 2021.

Revised February 18, 2022

Revised September 16, 2024 (This revision applies to applications after 9-16-24.)