

CHAPTER 11: EDUCATION

11-1. Tuition Reimbursement

Where practical and feasible, the Village will assist permanent full time employees with training or educational programs designed to strengthen their abilities and improve job performance. Accordingly, the Village will reimburse employees only for tuition and books under the following conditions:

- A. An eligible education program is one that, according to the Village Manager and the department head, directly relates to the employee's current position or a related higher position in the Village.
- B. Funds for such departmental programs are approved and budgeted by the Village Council. Funds for credit hours will be reimbursed at the State School credit rate. Additionally, classes should be taken at a State institute unless specific permission is granted to do otherwise. In certain circumstances, the Village recognizes certain classes may not be offered at a State school.
- C. Employee's request for reimbursement shall be submitted prior to the commencement of the course requested on the Educational Assistance Program form. The immediate supervisor, department head, and Village Manager must approve the request before it becomes effective. Employees must pay for their own tuition, books, materials, supplies and other fees at the time of enrollment in an approved course. The successful completion of an approved course with a final grade of "B" or higher is required in order to receive reimbursement. A payment receipt and an official grade report must be forwarded to the Human Resources Department upon completion of the approved course.
- D. If an employee is seeking a degree (i.e., Associate's or Bachelor's), prior written approval of the degree program is required from the department head and Village Manager before submitting an Educational Assistance Program form. Additionally, approval for each term's courses must be obtained by completing an Educational Assistance Program form. (Non degreed seminars, or continuing education credits are to be approved prior to registering for the seminar or class, and funding must be in the budget to cover the costs.)
- E. Training or study will be undertaken during the employee's off-duty time.
- F. If an employee voluntarily terminates employment with the Village within one (1) year of receiving an educational reimbursement, then the employee shall repay the Village. By accepting the monies, the employee agrees that if he/she leaves, the amount of any such reimbursement shall be deducted from the employee's final paycheck; however, no such deduction shall result in the employee receiving less than minimum wage for all hours worked in the final work week.