

**MARION COUNTY
ADMINISTRATIVE POLICIES AND PROCEDURES**

Sponsoring Department:
Board of Commissioners

SUBJECT: TUITION PAYMENTS

1.0 Purpose

To establish policy and procedure regarding payment of tuition for education of County employees.

2.0 General Policy

The Board of Commissioners approves of payment, or partial payment, for the continuing education of employees when the education is a requirement of a position/classification and/or is of benefit to the County.

A department has the option of paying 100% of tuition, books, mileage, etc., if it is a requirement of the position. If it is not a requirement of the position, but is determined by the department head to be of mutual benefit to the County and the employee, the department may choose to reimburse up to one-half of the costs incurred upon satisfactory completion of the approved course. Satisfactory completion is defined as C grade or its equivalent.

3.0 Policy Guidelines/Procedures

- a. When an employee wishes tuition assistance, s/he must submit a County reimbursement request form to his/her supervisor prior to registration for the course. Description of the course and a specific itemized list of costs to be reimbursed must be stated clearly on the reimbursement request.
- b. The supervisor then forwards the information with a memo of justification/recommendation to the department head for approval.
- c. If approved by the department head, a memo of approval itemizing the specific approved costs (such as tuition, mileage, books, meals, time off with pay, etc.) will be sent to the employee. Once the employee has approval, he/she may then register for the course.
- d. The memo of approval by the department head must then be attached to each reimbursement request as it is submitted to Fiscal Services for payment. Fiscal will not reimburse any expenses without the memo and will only reimburse those costs listed. Evidence of satisfactory completion must also be attached before reimbursement can be made.

Adopted: 1/85