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TUITION ASSISTANCE PROGRAM

I. POLICY

The objective of this program is to encourage Town employees to take course work which will improve their performance in their present positions and/or help prepare them for promotion or transfer to other positions within the Town. Employees who have applied for reimbursement and who have successfully completed approved courses may have tuition reimbursed, up to the fiscal year reimbursement limit, in accordance with the provisions of this policy

II. PURPOSE

The purpose of the tuition assistance program is to provide reimbursement for education that is not covered under training.

III. PROCEDURE

A. Application

- (1) Employees must submit an application for tuition assistance to the employee's Department Manager before their selected course begins. If reimbursement has to be denied due to lack of funding or other reasons, the employee will know beforehand that the course is not eligible for reimbursement or funding is not available. Applications for tuition assistance that are submitted after the course begins may be rejected due to lack of funding or other reasons.
- (2) Requests for reimbursements must be made within 30 days of course completion. The employee is responsible for getting all documentation (receipt, grades, etc.) to the Human Resources.
- (3) If the tuition reimbursement request comes after approval of the annual budget, tuition reimbursement may not be issued until the following fiscal year.
- (4) After completion of the course: submission of grades or other certification of completion to the Human Resources, along with a receipt showing actual course costs.

Grading System	Standard Required for Reimbursement
A, B, C, D, E, F	C or better for undergraduates B or better for graduates
L (low), P (pass), H (high)	P or H
P (pass)/F (fail)	P
Satisfactory or Unsatisfactory	Satisfactory
Credit by Examination	CE

In courses where no grade is given, the employee must provide a written statement from the Instructor certifying successful completion of the course. If the employee is required to take a course for graduation from a degree program and can pass the course by taking an examination, the employee may also be reimbursed for the “credit by examination.”

B. Repayment to Town

(1) Any regular employee pursuing a 2-year degree, a 4-year degree, or advanced education such as a Masters or Doctorate Degree shall remain an employee during his/her studies and must remain an employee for a minimum of two years following completion of the degree. If the employee leaves during his studies or before the two (2) years is complete, the employee shall reimburse the town for a pro-rated share of the total amount of reimbursement, from the date of separation.

C. Amount of Reimbursement

(1) Full-time employees are eligible to receive up to \$3,000 per fiscal year for reimbursement of tuition, books and fees.

D. Salary Adjustment

(1) Employees that complete an associate, bachelor or master degree will receive up to five percent salary increase based on the Department Head and Town Manager’s recommendation. Those pursuing doctoral degrees will not be eligible for a salary adjustment.

IV. FORMS/INSTRUCTIONS

Application for Reimbursement

V. ADDITIONAL CONTACTS

Human Resources

VI. DEFINITIONS

A. Eligible Employees: All full-time employees who have completed the initial probationary period are eligible for tuition assistance.

B. Eligible Courses: An eligible course is one that has been pre-approved by the Department Manager because it will either improve the employee’s ability to perform the present job or help prepare him/her for a job within the Town which will demand a higher or different level of responsibility or level of skill. Courses must be offered by a college, university, community college, or other school

or training academy accredited through recognized agencies. Workshops, conferences and seminars are not covered under this policy.

In some cases courses are so related to the employee's current job that the employee's department may pay for the course outright under its regular training budget.

C. Eligible Expenses: Tuition, registration fees, online exams fee, laboratory fees and books are eligible reimbursement expenses. Special equipment, tools, miscellaneous supplies such as pencils and paper, parking and travel are not reimbursable expenses. Employees should use good judgment with regards to spending (i.e. purchase used books not new).

D. Amount of reimbursement: Employees will be reimbursed actual tuition expenses.

E. Other Assistance: Each employee interested in receiving tuition reimbursement will certify the amount and kind of other funds received for educational purposes from federal, state, and other sources, such as veteran's educational benefits, scholarships, stipends, grants, or refundable tax credits. If such funds are received, the Town will pay the difference between the cost of the course(s) and the amount paid by the other program.

VII. RESPONSIBILITIES

It is the responsibility of the employee to submit the form Application for Reimbursement

VIII. SCOPE

As of October 23, 2017 this policy replaces and supersedes any previous policies, or unwritten policies or practices covering the same subject.

IX. AUTHORIZATION



Jamie Justice
Town Manager



The Town of Davidson

College Town. Lake Town. Your Town.

<p style="text-align: center;">Preapproval <i>This is completed <u>before</u> the courses are taken</i></p> <p>I have determined that the course submitted above will enhance the employee's knowledge, skills or abilities to contribute to the goals of the town and I approve the courses for reimbursement pending successful completion.</p>	<p style="text-align: center;">Approval for Reimbursement <i>This is completed <u>after</u> the course(s) have been taken</i></p> <p>I certify:</p> <ul style="list-style-type: none">a) I accrued these expensesb) I am not receiving duplicate paymentsc) the course(s) has been successfully completed and documentation is attached with (1) grade A, B or C for undergraduate class (2) a grade of A or B for graduate level courses or (3) pass if no grade is givend) I am responsible for any tax, penalty or interest
<p>Department Manager Date</p>	<p>Employee Date</p>
<p>Town Manager Date</p> <p>“This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act”</p>	<p>Department Manager Date</p> <p>“This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act”</p>
<p>Finance Director Date</p>	<p>Finance Director Date</p>