

INDIAN RIVER COUNTY  
MEMORANDUM

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TO: Honorable Board of County Commissioners

THROUGH: John A. Titkanich, Jr., County Administrator

FROM: Suzanne Boyll, Human Resources Director

DATE: September 29, 2023

SUBJECT: Addition to Administrative Policy Manual - AM-505.1 Tuition Assistance Policy

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**BACKGROUND:**

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. In order to encourage the professional development of County employees in areas related to County employment, staff is recommending the addition of a Tuition Assistance Policy to the Administrative Policy Manual.

For the initial implementation of the program, staff is requesting \$25,000 be budgeted for tuition assistance and future funding requests will be made to support ongoing growth and development of our workforce.

The addition of the Tuition Assistance Policy will aid in the recruitment, retention, and professional development of County employees.

**FUNDING:**

Funds, in the amount of \$25,000, will be made available via budget amendment in the General Fund/Human Resources/Employee Tuition Reimbursement account, number 00120313-035431.

Account Description	Account Number	Amount
General Fund/Human Resources/Employee Tuition Reimbursement	00120313-035431	\$25,000

**RECOMMENDATION:**

Staff respectfully requests the Board of County Commissioners approve the addition of AM-505.1 Tuition Assistance to the Administrative Policy Manual and the associated funding request.

**ATTACHMENTS:**

AM-505.1 Tuition Assistance