



<b>ADMINISTRATIVE POLICY MANUAL</b>	<b>SECTION</b> Human Resources	<b>NUMBER</b> AM -505.1	<b>EFFECTIVE DATE</b> 10/17/2023
	<b>SUBJECT</b> Tuition Assistance		<b>PAGE</b> 1 of 2

**POLICY**

The County recognizes that it is in the best interests of Indian River County that we have an educated, trained and skilled workforce. In an effort to accomplish this, the County has implemented this Tuition Assistance Policy.

The County administers a Tuition Assistance Policy for its employees which is designed to encourage employees to improve skills and/or acquire knowledge in areas that are directly related to the employee’s positions with the County; or to help the employee gain skills and knowledge which will enable him or her to advance within the County’s workforce. The availability of Tuition Assistance in any fiscal year is subject to available budgeted funds as approved by the Board of County Commissioners.

**ELIGIBILITY**

To be eligible:

- The employee should hold a regular, full-time position and be employed by the County for at least one year before the course(s) begin.
- Have received Good or Excellent evaluation ratings in their most recent Performance Appraisal and have no formal warnings within the past year.
- Employees who are represented by a collective bargaining agreement will follow the applicable provisions in the collective bargaining agreement for tuition assistance. In the absence of a contract provision, this policy will apply.
- Employees enrolled in the DROP or employees who have submitted intent to resign or retire are not eligible for tuition assistance.

**ELIGIBLE COURSES**

Tuition assistance will be provided in accordance with the following provisions:

- A. Course work will be directly related to the employee’s current duties and position, or directly enhance the employee’s knowledge, skills and ability to perform his or her work for the County; or be related to long-term and defined goals to achieve advancement within the County’s workforce.
- B. The educational facilities offering the course(s) must be accredited. Courses and / or degrees offered through accredited distance learning institutions may be approved for reimbursement at the in-state tuition rate for similar course work in Florida.
- C. The County will reimburse up to the Indian River State College current in-state tuition fee costs per credit for courses taken, and a maximum of two (2) classes will be reimbursed per semester. The tuition fee schedule can be located on the Indian River State College Tuition and Fees page <https://irsc.edu/admissions/tuition-and-fees.html>
- D. Tuition assistance will only apply to actual tuition costs incurred. There is no reimbursement for the cost of books, laboratory fees, and any other charges.
- E. Tuition assistance will not be granted for classes that are paid in part or in full by a grant, scholarship or other subsidy.
- F. Tuition assistance will apply to undergraduate, and graduate courses as well as job related certifications programs that receive a grade.
- G. Course(s) will be taken during an employee’s non-work hours, and time spent on the course(s) will not be counted as part of an employee’s normal work schedule.



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### **PROCEDURE**

1. At least 30 days in advance of the start of the course, the requesting employee completes the Tuition Assistance Request (form attached) and submits to their Department Head, who will review the form for job relatedness (current or career advancement).
2. Upon approval of the Department Head, the form will be submitted to Human Resources who will determine if there is sufficient funding.
3. Human Resources will maintain the original approved form and return a copy to the employee. The Tuition Assistance Request form will be submitted for reimbursement as indicated below.
4. Any denied application will be returned to the requesting employee with the reason for denial.

### **REIMBURSEMENT**

To receive reimbursement, the employee will submit the approved Tuition Assistance Request form and include a copy of the grade transcript for the course(s) taken and the invoice or receipt of the actual tuition expenses paid by the employee that are eligible for reimbursement within thirty (30) days of course completion to the Human Resources Department.

Reimbursement will be provided to the employees in accordance with these provisions:

1. Only tuition for courses approved will be reimbursed.
2. Reimbursement will be provided only after successful completion of the course(s) and in accordance with the following schedule:
  - 100% reimbursement of eligible tuition expenses for each course with a grade of A
  - 75% reimbursement of eligible tuition expenses for each course with a grade of B
  - No reimbursement for any course with a grade of C or below.

Reimbursement will be made with the next regular pay period following submission of completed paperwork to Human Resources with supporting documentation.

Any employee who is no longer employed by the County before the completion of the approved training or who has submitted their intent to resign from County employment is no longer eligible for any portion or type of reimbursement.

Employees who resign County employment within one year of receiving tuition assistance reimbursement, will be required to repay the tuition assistance.