

KENOSHA COUNTY TUITION REIMBURSEMENT PROGRAM
(Revised 5/28/08)

P-13.11-1 **GENERAL GUIDELINES**

- (1) Eligible Kenosha County employees may make request for tuition reimbursement under these guidelines. Any employee who has received reimbursement will be required to remain in active service for at least one year after completion of the course or degree; otherwise, he/she will be required to reimburse the County for the cost of any courses taken in the 12 months immediately preceding the last day of employment.

- (2) Requests for tuition reimbursement in excess of \$1200 per calendar year per employee will not be approved under this program. If requests for tuition reimbursement exceed the budgeted monies for the tuition program, no further requests for tuition reimbursement will be accepted for that year.

- (3) Requests for reimbursement are considered on a first come, first served basis until tuition program annual funding is depleted. Employees applying for an Associate Degree, Bachelor's Degree or Master's Degree will be given first consideration for tuition reimbursement over those making course by course requests. Approval of tuition reimbursement will be considered only for institutions accredited by one of the Regional Accrediting Organizations (MSCHE, NEASC, NCA-HLC, NWCCU, SACS, or WASC) or a National Career Rated Accrediting Organization (currently only DETC) recognized by the U.S. Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

P-13.11-2 **COURSE BY COURSE**

Permanent full-time and permanent part-time employees who have completed their probationary period and wish to take courses directly related to the employee's position in a division may request reimbursement for those courses.

The employee must make a request in advance of enrolling in any course on the APPLICATION FOR TUITION REIMBURSEMENT form if he/she wishes the County to reimburse him/her for the cost of the course. The application form needs approval from the employee's direct

supervisor, the division or department head, the Personnel Director and the County Executive.

Approval will be based on the employee's job performance, County and departmental needs and the amount of budgeted monies available. With approval and upon successful completion of the course, the County will reimburse 70%, 75% or 80% of the cost for tuition and required books, except in those cases where union contracts provide for full tuition reimbursement, but not to exceed \$1200 per calendar year per employee.

The level of reimbursement will be based upon the passing grade received for the course. A grade of "C" or "P" (in pass/fail courses) will be reimbursed at 70%; a grade of "B" will be reimbursed at 75%; a grade of "A" will be reimbursed at 80%. Employees must provide copies of grades and receipts for tuition and book expenses before the reimbursement amount can be determined.

P-13.11-3 DEGREE PROGRAM

Permanent full-time and permanent part-time employees who have completed their probationary period and wish to pursue an Associate, Bachelor's or Master's Degree program may request reimbursement for the degree program.

For employees who begin a program culminating in a degree or job-related skill training (exclusive of seminars), an APPLICATION FOR TUITION REIMBURSEMENT must be submitted at least 30 days in advance of original registration. Included with the application should be a brief written statement from the employee explaining their intent, interest, and/or the job-relatedness in pursuing the specific degree. Approval will be based on the job-relatedness of the degree program, budgeted monies available, and the needs of the County and/or the department. The application form needs approval from the employee's direct supervisor, the division or department head, the Personnel Director and the County Executive.

Attached to the form must be a copy of the degree requirements, including course names, and number of credit hours needed to complete the degree. Also attached must be a listing of all courses by name, description, and cost that the employee intends to take over the next 12-month period and dates of attendance for each course.

Should any studies require time off during normal working hours, prior approval of this request must be made at the same time as the request for reimbursement. Arrangements for such time off during working hours

must be made in advance with the employee's supervisor and department head.

With approval of the degree program, the County will pay 70%, 75% or 80%, but not to exceed \$1200 per calendar year per employee as its share of the cost for the course (tuition and required books) upon successful completion of the course. Reimbursement will be based upon the passing grade received for the course. A grade of "C" or "P" (for pass/fail courses) will receive reimbursement at 70%, a grade of "B" will receive reimbursement at 75%, and a grade of "A" will receive reimbursement at 80%. Employees must provide copies of grades and receipts for tuition and book expenses before the reimbursement amount can be determined.

For those employees taking graduate level courses, they must be, and remain, in good standing, maintaining a grade point average of 3.0 (or "B" equivalent) to receive any tuition reimbursement.