



Human Resources  
1594 Esmeralda Avenue  
Minden, Nevada 89423  
775 782-9860 Fax 775 782-9083

## Step-By-Step Guide through the Tuition Reimbursement process:

1. Employee completes a Tuition Expense Reimbursement Application for *each* course desired for reimbursement. The application is included in the back of the [Tuition Reimbursement Policy 200.17](#)

Upon completion of the application, it is recommended that the Employee attach a copy of their job description so that all approving parties have a reasonable understanding of the relevance of courses.

2. Supervisor reviews Reimbursement Application for *each* course, and authorizes whether or not course is relevant to the Employee's position.
3. Department Head reviews the Reimbursement Application, and determines whether funds are available within their budget to allocate the reimbursement once the Employee completes the course.
4. Human Resources reviews the Reimbursement Application, including all supplemental information and determines Employee eligibility.
5. Once all aforementioned parties have approved the application, and a copy of the application is returned to the Employee. The original application is retained in HR.
6. Upon completion of the course, the Employee sends a certified transcript of grades to Human Resources and proof of course payment for reimbursement.

Please keep in mind that there are specific conditions outlined in Policy 200.17 that are not listed above. The employee is expected to adhere to the conditions listed within the Tuition Reimbursement Policy.

Please contact Human Resources at (775) 782-9860 if you have additional questions.

TUITION / TRAINING EXPENSE REIMBURSEMENT APPLICATION

DATE: \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

NAME AND DESCRIPTION OF COURSE:

\_\_\_\_\_  
\_\_\_\_\_

COLLEGE / TRAINING

INSTITUTION: \_\_\_\_\_

DATES COURSE STARTS / ENDS:

\_\_\_\_\_

JUSTIFICATION: The tuition reimbursement program has been established to encourage employees to pursue certain classes, which are job-related and directly benefit the County. What is being taught in the course that is directly related to the employee's job? Please be specific and attach the position's job description. Highlight the specific essential job functions this coursework will benefit.

\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEES SEEKING REIMBURSEMENT FOR EDUCATIONAL EXPENSES MUST AGREE IN WRITING TO REPAY THE COUNTY IN FULL IF THEY LEAVE THE COUNTY VOLUNTARILY OR ARE TERMINATED WITHIN ONE YEAR FROM THE DATE OF REIMBURSEMENT. BY SIGNING BELOW, THE EMPLOYEE AGREES TO COMPLY WITH ALL PROVISIONS OF THE COUNTY POLICY, INCLUDING THIS REPAYMENT PROVISION.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HUMAN RESOURCES MANAGER

\_\_\_\_\_  
DATE

***FORWARD ORIGINAL APPLICATION TO HUMAN RESOURCES***

ENTERED INTO TRAINING RECORD

REVISED 9/27/04

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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

**NUMBER:** 200.17  
**EFFECTIVE DATE:** 2/15/01,  
5/16/04  
**REVISED:** 12/19/02, 06/05/03  
08/05/04, 09/07/06, 10/16/08  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** \_\_\_\_\_  
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**SUBJECT: TUITION REIMBURSEMENT**

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- I. PURPOSE:** To encourage and assist employees in furthering their education in an effort to enhance current skills applicable to his/her current position or coursework that would enhance advancement potential for a career path with in the same classification series as the employee's current position.
- II. POLICY:** The County may reimburse full-time and part-time (regularly scheduled 30 hours or more per week benefited) regular employees education costs for coursework or specialized training from an accredited academic institution approved in advance. The approval for reimbursement will be dependent upon the course and its relevance to the employee's current position. Approval must be obtained prior to commencement of each course and course attendance must occur outside of the employee's scheduled work hours. Tuition reimbursement may be limited due to budgetary concerns or limits.
- A. Eligibility: Employees must have regular full-time status and at least one year of service with the County to be eligible for educational assistance.
- B. Eligible employees may be reimbursed only for courses of study that the County determines are directly related to the employee's present job or which would enhance advancement potential for a career path within the employee's current job classification series.
- C. Employees requesting educational assistance must obtain approval from their immediate supervisor and department head before enrollment. The following factors will generally be considered in evaluating requests for educational assistance:
1. The nature and purpose of the study.
  2. The benefits to be derived by the employee and the County.
  3. The employee's level of responsibility and length of service.
  4. The estimated cost; and
  5. The course must be job-related as determined by the immediate supervisor and department head/Elected Official. "Job-related" is defined as coursework that would increase the individual's abilities, knowledge and skills to directly improve or enhance performance in the current position or enhance advancement potential for a career path within the employee's current classification series.

- D. Course attendance, as well as on-line classes and/or study and preparation must occur outside of the employee's scheduled work hours. It is expected that educational activities will not interfere with the employee's work, and unsatisfactory job performance during enrollment may result in forfeiture of educational assistance as well as disciplinary action.
- E. A maximum of 12 credit hours of coursework per calendar year may be granted to an employee. Credit hours shall be based on equivalency of the University of Nevada, Reno (UNR) in-state residency undergraduate course cost. Tuition reimbursement shall be limited to an amount not to exceed the equivalent per unit credit cost at UNR. FLSA exempt employees may request a waiver of the 12 credit hours per calendar year maximum by appealing to the County Manager.
- F. The County shall not provide reimbursement for books, lab fees, or other materials or fees required for the course.
- G. Employees who are terminated during the course period because of a reduction in force or job elimination, or who are unable to complete an approved course because of transfer within the County will be reimbursed for the full amount of the cost incurred up to the date of termination or transfer. Employees will not be reimbursed for the expenses associated with the course if they voluntarily leave the County or are terminated for reasons other than those noted above.
- H. Employees seeking reimbursement for educational expenses must agree in writing to repay the amount in full if they leave the County voluntarily or are terminated within one year from the date of reimbursement.
- I. Initial approval of a course of study does not obligate the County to future/continued approval of courses in that course of study. Approvals are only valid for the course and semester given.
- J. Employees who take coursework or training at the specific request or direction of management may be reimbursed for all costs in advance.
- K. Employees receiving reimbursement from any outside sources, such as the Department of Veterans Affairs or scholarships may apply for the County program, but the County's portion may not make the total exceed 100% of the reimbursable cost.
- L. Regular or standard staff training and seminars/conferences are not included within this policy.

### **III. PROCEDURE:**

- A. Prior to taking a course, the employee must complete an application for tuition reimbursement form (attached). The application shall be forwarded to the employee's immediate supervisor and department head for approval. The employee shall not be eligible for any reimbursement if a course was not approved in advance.

- B. Employees seeking reimbursement for educational expenses must agree in writing to repay the County in full if they leave the County voluntarily or are terminated for reasons other than those noted in Section II G within one year from the date of reimbursement. It is the department head's responsibility to notify Human Resources if an employee leaving County employment falls within this category.
- C. The employee shall be notified in a timely manner whether or not management has approved the application request.
- D. Once approved by the department head, the original application shall be forwarded to the Human Resources Manager for coordination purposes; the department shall retain a copy.
- E. Tuition fees for approved courses shall be reimbursed following successful completion of the course for those employees receiving a grade of B or better.
- F. Employees seeking reimbursement for educational expenses must submit a claim form to the Comptroller's office with the following attachments:
  - 1. A copy of the approved application form.
  - 2. A certified transcript of their grades.
  - 3. An itemized receipt for the expenses incurred.
- G. The Human Resources Division will maintain records of all education programs and training completed by each employee.

**IV. RESPONSIBILITY FOR REVIEW:** The Human Resources Manager will review this policy as needed or at least once every 5 years.

10/16/08