

Salt Lake County Human Resources Policy 6-300: Tuition Reimbursement

Purpose

To reimburse employees who complete degrees, courses or certificates from eligible institutions that further their professional development at the County.

I. Policy

The County supports employee development by offering tuition reimbursement to employees who complete relevant education.

II. Procedures

- A. The Human Resources Division will administer the program subject to available funding.
- B. To be eligible for tuition reimbursement an employee must:
 1. Be either regular, permanent part-time or appointed non-merit;
 2. Be enrolled in an educational institution accredited by one of the National or Regional Accreditation Councils recognized by the U.S. Department of Education;
 3. Pursue a degree, course or certification in a field relevant to County employment;
 4. Take for-credit course work related to a field in which the County recruits;
 5. Submit the [Tuition Reimbursement Application](#) to the Human Resources Division no sooner than 30 calendar days prior and no later than 30 calendar days after the beginning of the quarter, semester or other time period that tuition reimbursement is being requested; and
 6. Submit a [Tuition Reimbursement Application](#) for each quarter, semester or other time period for which tuition reimbursement is requested.
- C. All courses must be taken outside of work hours.
- D. Tuition reimbursement for a doctorate degree will be reviewed on a case-by-case basis and must have the endorsement of the Department Administrator or Elected Official.
- E. Exclusions.
 1. Regular employees, permanent part-time employees and appointed non-merit employees are not eligible for tuition reimbursement if they are on leave-without-pay status.
 2. Training or courses required and paid for by an employee's agency are not covered under the Tuition Reimbursement Program.
- F. Acceptance or Denial
 1. The Human Resources Division will notify the applicant in writing of approval or denial within three weeks of receiving the application.
 2. Requests for reconsideration and supporting information may be submitted to the Human Resources Division Director within fifteen calendar days from the date of notification.
 3. The Human Resources Division Director will issue a written decision for all requests for reconsideration.
- G. Payment Guidelines

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1. Employees will be eligible to receive no more than the IRS tax exempt limit for tuition reimbursement per calendar year.
 2. Eligible employees will receive tuition and mandatory fee reimbursement as follows:
 - a. Full time employees (40 hours): 100% reimbursement up to the tuition reimbursement limit,
 - b. Three-quarter time employees (30 hours): 75% reimbursement up to 75% of the tuition reimbursement limit,
 - c. Half-time employees (20 hours); 50% reimbursement up to 50% of the tuition reimbursement limit.
 3. College Level Examination Program (CLEP) will be treated the same as tuition.
 4. Other educational costs, including tests, books, transportation, and room and board are the responsibility of the employee.
- H. Receiving Payment
1. To receive payment an employee, within thirty days of course completion, must submit to the Human Resources Division:
 - a. a report indicating a “C” or higher for each course, or other evidence of satisfactory completion
 - b. proof of payment
 2. The Human Resources Division Director or designee may grant extensions for the completion of course work for medical and military reasons.
 3. Employees working on a thesis or dissertation may submit a letter from their professor stating that satisfactory progress is being made towards completion. An incomplete must be made-up within one year.
- I. Employees accepted under this program will be required to sign an agreement that will include repayment terms and conditions (see [HR Policy 6-200 Training and Training Repayment](#)).
- J. Supervisors will review and consider written requests for irregular work schedules. Employees with approved irregular work schedules will attend classes on their own time and will not receive pay for time spent in class.

III. References

- A. Human Resources Policy:
1. 1-200, General Definitions
 2. 2-800, Resignation and Exit Interviews
 3. 6-200, Training and Training Repayment