



Employee Tuition Reimbursement Policy

September 2024

The library may reimburse the tuition cost for courses directly related to an employee's job, and may reimburse one half of the tuition for any course indirectly related to an employee's job, up to a maximum of \$1000 per semester, \$2,000 per calendar year for each regularly employed full time employee. For regularly employed part time employees, the maximum is \$500 per semester, \$1,000 per year. For both full time and part time employees, the course must be successfully completed.

1. In all cases a grade of "B" or higher will represent successful completion of the course.
2. Reimbursement applies only to tuition and fees. In no case will reimbursement for books, supplies or other expenses be made.
3. Reimbursement applies only to library-related courses offered for college credit.
4. To receive tuition and fees reimbursement, the employee must submit to and have approved by the library director a request for tuition reimbursement prior to commencement of the course. The library director's determination is final whether a course directly, indirectly, or does not, relate to an employee's job.
5. The lifetime maximum is \$4,000 per employee.
6. Employees who plan to seek tuition assistance should be aware the library board typically approves the budget in March or April. Thus, employees should strive to make requests in time for them to be considered during the budget process.
7. The library reserves the right to demand repayment from an employee for the reimbursement for expenses paid in the last 12 months if the employee resigns within 1 year after the city has reimbursed for education expenses.
8. To be eligible for tuition reimbursement, an employee must have at least 12 months of continuous employment.