

## ATTACHMENT D

### TO MIAMI COUNTY PERSONNEL RULES AND REGULATIONS

#### 8.10 EDUCATIONAL ASSISTANCE PROGRAM

Miami County values its employees and the contributions they make. In an effort to encourage employees to maintain and acquire job-related skills, the educational assistance program has been designed to reimburse employees for some educational expenses under the following conditions:

##### **A. Eligibility**

Employee must have regular full-time status, must have passed initial introductory period with 6 months of employment or more with a performance evaluation score of a 2 or above, must not be on disciplinary probation, and have had a "satisfactory" or better rating on his/her last performance evaluation. Coursework or degree program shall be directly related to the employee's job, shall be for college, technical or vocational school credit, and shall be approved by the Department Director.

##### **B. Scheduling of Course**

Employee must make every attempt to take coursework which does not interfere with the workday. If no alternative to obtain specific coursework is available, an employee may be allowed to take a course during the workday only with the approval of the Department Director and Human Resources Director. Employees may not receive time off with pay to attend courses.

##### **C. Grade Requirements**

Final grade in course must be at least "C" for undergraduate and vocational coursework and at least "B" for graduate coursework.

##### **D. Reimbursement**

The county will reimburse the employee at the completion of the course (subject to the above grade requirements) for tuition and fees related to the course, not to exceed \$1000/term. Receiving the reimbursement, is also subject to reasonable processing time. The employee may not receive more than twenty-four hundred dollars (\$3000) in reimbursement in one (1) calendar year.

##### **E. Agreement Upon Reimbursement**

Employees receiving reimbursement must sign an agreement to work for a period of two (2) years (24 months) after the last reimbursement. Failure to comply with the agreement will require repayment on a prorata basis to the county of all the assistance provided during that previous 12-month period. Repayment will be made through payroll deduction on the final paycheck.

##### **F. Application Procedure**

1. At a minimum of 3 weeks before the course starts, employees submit a request for educational assistance to their Department Director which outlines the title of the course, the cost of tuition, the course credit, where the course is offered, the time and day the course is offered, and a statement of how this course will benefit the employee's position. List one course per request.
2. If the Department Director chooses to approve the request, it is then forwarded to the Human Resources Department for approval of the Human Resources Director.
3. Upon enrollment, the employee will submit to the Department Director proof of payment of tuition, which includes the date paid, the total amount paid, and enrollment information. The Department Director will forward this information to the Human Resources Department.
4. Upon completion of the course, the employee must provide proof of qualifying grades to the Department Director. The Department Director must then forward this information to the Human Resources Department, who will authorize the appropriate reimbursement to the employee.
5. Should an employee not complete a course for which educational assistance has been approved, that employee shall be ineligible to participate in the Educational Assistance Program for a period of one (1) year. Exceptions must be approved by the Human Resources Director.

**G. Department Directors & Elected Officials**

The educational assistance provided to Department Directors and elected officials shall not be bound by this policy. Coursework taken by and terms of assistance for Department Directors must be approved by the County Administrator. Coursework taken by and terms of assistance for elected officials must be approved by the County Commissioners.

**H. Required Training**

This Educational Assistance Program does not apply to any job-related training required by the State, county and/or department. Required training will be completely sponsored by the county.