

## **KENOSHA COUNTY TUITION REIMBURSEMENT PROGRAM**

Kenosha County supports employees who wish to continue their education to secure increased responsibility and growth within their careers. In keeping with this philosophy, the County has established a reimbursement program for expenses incurred through approved institutions of learning. If you are a regular full or part-time employee and have completed your evaluation period, you are eligible for participation in this program as long as courses are job related or toward a degree.

The County will reimburse up to a maximum of \$3,000 per calendar year for a Degree (Bachelor, Master's or PhD); or up to a maximum of \$1,500 for an Associate Degree or individual courses per calendar year, of expenses incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or could lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, and certification tests. You must secure a passing grade of "C" or its equivalent, or obtain a certification, to receive any reimbursement.

### **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 certification, 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 the calendar year maximums 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. 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. Similarly, the payment of courses at a higher private institution rate does not obligate the County's continuance of payment at that higher rate.
- (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).

## COURSE BY COURSE, CERTIFICATION AND ASSOCIATE DEGREE PROGRAM

Regular full-time and regular part-time employees who have completed their initial evaluation 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 Human Resources 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 100% of the cost for tuition and required books, but not to exceed \$1,500 per calendar year per employee. A grade of "C" or "P" (in pass/fail courses) must be achieved.

Employees must provide copies of grades and receipts for tuition and book expenses before the reimbursement amount can be determined.

## DEGREE PROGRAM

Regular full-time and regular part-time employees who have completed their initial evaluation period and wish to pursue a Bachelor's or Master's Degree program may request reimbursement for the degree program.

For employees who begin a program culminating in a degree 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 Human Resources 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 100%, but not to exceed \$3,000 per calendar year per employee as its share of the cost for the course (tuition and required books) upon successful completion of the course. A grade of “C” or “P” (for pass/fail courses) must be achieved. 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 2.0 (or “C” equivalent) to receive any tuition reimbursement.