

Morgan County Tuition Reimbursement Program

(Effective 01/01/2020)

I. SCOPE:

2020 FY seven \$1500 awards available subject to budgetary constraints. \$10,500 total. Maximum award to an employee over tenure with Morgan County is \$3000. An employee may only receive one award (\$1500) per FY year.

II. PURPOSE:

The County encourages and supports higher level education that is directly related to the County's professional workforce planning and development goals. Program will provide assistance to employees wanting to grow professionally for advancement in County employment opportunities.

III. EMPLOYEE ELIGIBILITY:

1. Minimum of 2 years continuous full-time employment with the County.
2. Not subject to a professional improvement plan or had discipline warning within one calendar year of application date.
3. If employee separates from the County, regardless of how that separation occurs, prior to completing the activity or class approved for reimbursement, reimbursement approval will be rescinded and the employee will not be entitled to any reimbursement by the County.
4. Employees are required enter into a repayment agreement at the time of the disbursement of any .

IV. PROGRAM GUIDELINES:

1. Employees may apply for tuition reimbursement for courses at any accredited college, university or trade school.
2. Courses eligible for reimbursement are those that are related to the employee's job duties or career path at the County.
3. Coursework must be completed on the employee's own time and not during work hours.
4. All applications submitted for reimbursement approval must be authorized by the Department Head/Elected Official.

5. All applications will be reviewed by Human Resources to confirm program eligibility and submitted to the BOCC for approval.
6. Employees will pay for their course at registration and be reimbursed by the County when the course is completed. Reimbursement will be subject to passing the course with a grade of C/ Pass or better. Reimbursement will occur after verification of course completion and proof of payment is received in the Human Resources Department.
7. Reimbursement will be available only for tuition and registration fees, paid for by the employee and not by any third party sources, such as grants or scholarships. Miscellaneous expenses such as books, meals, and travel will not be reimbursed.
8. Reimbursement funds will be on a first come, first received application basis. When the annual budgetary allotment of funds is committed no additional funds will be available for that FY.
9. The availability of tuition reimbursement funds will be subject to annual funding approved in the County budget.

V. APPLICATION PROCEDURES

1. Employees may obtain a tuition reimbursement application packet from the Human Resources Department, which includes an application and certification. The forms are also located on the County employee bulletin board under Tuition Reimbursement.
2. Completed application must be submitted to the Human Resources Department at least 2 weeks prior to the beginning of the course for the approval process.
3. The Human Resources Department will review application and submit to BOCC for approval.
4. Employee will receive written notice of the status of their application.
5. Upon completion of the approved course, the employee must submit to the Human Resources Department a grade report of C/Pass or better, proof of completion and payment receipt. Reimbursement will not be processed without official documentation. If documentation is not submitted within 60 days of course completion, reimbursement approval will be rescinded.
6. Human Resources will submit a reimbursement voucher to Finance. Finance will process reimbursement check and it will be mailed interoffice via the courier to the employee's attention.

7. While Human Resources acknowledges that some educational institutions allow deferred payment plans, proof of payment is a requirement prior to reimbursement from the County.

Tuition Reimbursement Program

Approved this 12th day of December, 2019.

BOARD OF COUNTY COMMISSIONERS
MORGAN COUNTY, COLORADO




James P. Zwetzig, Chair


Mark A. Arndt, Commissioner


Jon J. Becker, Commissioner

ATTEST;

(Seal)


Susan Bailey, Clerk to the Board

[illegible]

Employee Certification:

I have read the Tuition Reimbursement Policy and understand the guidelines for the program. I acknowledge that I will receive reimbursement for certain fees if I successfully complete the course(s) and receive a certain grade. If I failed to complete the course or do not achieve the requisite grade, I will not receive the reimbursement.

Further, I understand that if I separate from employment with Morgan County within 24 months of the date of completion of the course, I will be responsible for payment to Morgan County for the total amount of reimbursement received. **I hereby authorize Morgan County to withhold from my final paycheck any amounts owed by me pursuant to this agreement.** In the event such monies owed by me exceed the amount of my final paycheck, I acknowledge, understand and agree that I am obligated pay the full amount owed to the County within thirty (30) days from the date of separation of my employment, with any balance remaining due after expiration of said thirty (30) days to accrue interest at the then statutory rate for interest on judgments in the State of Colorado.

By signing below, I represent that I have fully read and understand the terms of the Morgan County Tuition Reimbursement Program, and acknowledge that I am bound to all terms thereof.

Employee Signature

Date

Employee Name – Printed

Section II

TO BE COMPLETED BY THE DEPARTMENT HEAD/ELECTED OFFICIAL: *(Please type or print)*

Department Head/Elected Official Recommendation: Describe how the course(s) directly relate to the employee's current position/responsibilities and why you recommend the employee obtain this degree or certification/license.

Department Head/Elected Official Certification: I certify to the best of my knowledge that this employee meets the Employee Tuition Reimbursement Program eligibility requirements. The above course(s) directly relate to the employee's current work assignment and/or future career development at Morgan County.

Department Head/Elected Officials Signature

Date

Reviewed by Human Resources: _____

Date: _____

BOCC Approval ☐ Yes ☐ No _____

Date: _____

Human Resources Employee Notified: ☐ Yes ☐ No _____

Date: _____

YTD Reimbursement: \$ _____
(\$1500 annual maximum)

Total Reimbursement: \$ _____
(\$3000 total allowable)

Approved and agreed to by the Morgan County Commissioners:

Chair

Date