

Tuition Reimbursement

Subject to the availability of funds, the Library may reimburse staff members for coursework that is deemed relevant to their job according to the following provisions:

- a. The coursework must be related to the employee's position or career development as determined by the Library Director or Assistant Directors.
- b. Administrative staff will establish procedures for application and approval of tuition reimbursement.
- c. Evidence of satisfactory completion of the course is required. Satisfactory completion will be determined by a grade of "B" or better, a "pass" grade in a "pass/fail" course, or other comparable certification.

Benefits
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- maintenance of public service schedules
- relevance to the staff member's area(s) of expertise
- opportunity for professional development through preparation of the presentation
- potential contribution to the professional education of colleagues in nearby libraries
- number of presentations and professional development meetings attended

8.5.10.3 Tuition Reimbursement

Subject to availability of funds, the Library will reimburse full-time staff members for the cost of undergraduate or graduate credit coursework, and part-time staff members for the cost of coursework in an accredited master's program in library science, subject to the following provisions:

- a. Eligibility is limited to staff members who have been employed at the Library for not less than 1 year for full-time employees and 2 years (working at least 15 hours per week) for part-time employees. To qualify for tuition reimbursement, an employee must have received a performance evaluation of "Exceeds Expectations" or better in the most recent review.
- b. The coursework must be related to the employee's position or career development as determined by the Library Director or Assistant Director.
- c. Administrative staff will establish procedures for application and approval of tuition reimbursement.
- d. Covered expenses eligible for reimbursement are limited to tuition, textbooks, and lab fees.
- e. Evidence of satisfactory completion of the course is required. For a grade of "B" or better, or a "pass" grade in a "pass/fail" course, the employee is eligible for 100% reimbursement of covered expenses. For a grade of "C" or equivalent, the employee is eligible for 70% reimbursement. For a grade below "C" or receipt of a "fail" in a "pass/fail" course, the employee would be ineligible for reimbursement.
- f. The maximum reimbursement per employee is \$5,000 per calendar year. The total reimbursement to all employees shall not exceed the amount budgeted in a given year.
- g. If a participant's employment with the Library is terminated for any reason, 50% of all reimbursement for covered expenses paid in the final 12 months of the employee's tenure with the Library must be repaid.