



Tuition Reimbursement Policy

DEPARTMENT OF HUMAN RESOURCES

It is the policy of Washoe County to assist employees wishing to improve their job knowledge by attending classes at an accredited academic institution. Tuition reimbursement may be approved when funding is available within the department's budget and when participation does not negatively impact departmental operations or service delivery. Departments are encouraged to support employee development where feasible; however, approval is contingent upon budgetary capacity and operational needs as determined by the Department Head or designee. In keeping with such policy, the following procedures shall be followed by employees seeking tuition reimbursement: ~~[Please understand that all requests are subject to appropriate approvals and availability of financial resources within Department budgets.]~~

~~Upon budget approval by the employee's Department Head or designee, the Human Resources Administration Team or the Director of Human Resources may grant approval for tuition reimbursement. Employees shall follow the policy and procedures listed below.~~

1. To be eligible for Tuition Reimbursement employees must be full-time and not in an initial probationary status. Part-time, seasonal, intermittent hourly or temporary employees are not eligible.
2. Requests for tuition reimbursement must be received by ~~Human Resources Administration~~ the Department Head or designee prior to the beginning of the class ~~and follow the steps outlined in the Tuition Reimbursement Process (see page 2).~~ Appeals may be made to the Director of Human Resources within 30 calendar days of notification of denial. All decisions are final.
3. If department funding is available, tuition reimbursement shall be granted for courses taken that are job-related or ~~degree-related~~ degree related in the field the employee is employed in and that will improve the employee's ability to perform at Washoe County. Applicability is to be determined by the Department Head or designee, and/or the Department's assigned Human Resources Business Partner Analyst.
4. No employee shall receive more than \$1,050 in a calendar year for tuition reimbursement.
5. Employees may receive reimbursement for required textbooks if such reimbursement does not exceed the maximum reimbursement amount.
6. If an employee elects to take a class at an institution other than the state community college or university, the maximum reimbursement shall be the amount equal to the cost of taking the class at the appropriate state institution. Employees who attend either the University of Nevada, Reno, Truckee Meadows Community College, or Western Nevada Community College will receive full reimbursement up to the maximum amount allowed annually.



7. Employees must receive a final grade of "B" or better in order to be eligible to receive reimbursement. If your institution does not use a letter grading system, please provide documentation with proof of the equivalent letter grade.
8. To receive reimbursement, employees must submit their final grade(s)*, course cost receipt, textbook receipt, and all initial approved request paperwork to their department for reimbursement.
7.
8. ~~Appeals may be made to the Director of Human Resources within 30 calendar days of notification of denial. All decisions are final.~~

Tuition Reimbursement Request Form Template

Tuition Reimbursement Process

The following steps outline the process to follow to secure reimbursement:

1. ~~Employee submits Tuition Reimbursement Request Form (see page 3) to their Department Head or designee. The Department Head or designee may deny the request if department funding is not available.~~
2. ~~If funds are available and the request is approved by the Department Head or designee, send the signed Tuition Reimbursement Request Form and proof of course registration (must include the course start date) to Human Resources Administration (HRAdministration@washoecounty.gov). Requests for reimbursement must be submitted to Human Resources **prior** to the beginning of the class. If the request is not made before the course begins, then the reimbursement will be automatically denied.~~
3. ~~The assigned Human Resources Analyst reviews the class description for job or degree relatedness. Human Resources then notifies the employee of approval or denial.~~
4. ~~If approved, complete the class with a final grade of "B" or better.~~
5. ~~Employee submits final grade(s)*, course cost receipt, textbook receipt, and all initial request paperwork to department for reimbursement.~~
6. ~~The department prepares and forwards the payment voucher, initial request paperwork, and final grade(s) to Human Resources Administration for final approval.~~
7. ~~Once final approval has been granted from Human Resources, the department must process the payment voucher and forward it to Accounts Payable.~~



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~~*If your institution does not use a letter grading system, please provide documentation with proof of the equivalent letter grade.~~

DATE:

TO:

FROM:

SUBJECT: Request for Tuition Reimbursement

I am requesting your recommendation for approval of tuition reimbursement for the following course(s). I plan to attend during _____ at _____ .
(semester and year) (name of educational institution)

Course description:

I believe this course is directly related to my position with Washoe County for the following reasons:

The cost per credit/registration is _____ and I am requesting reimbursement in the amount of _____ .

I understand that I must complete the class with a final grade of "B" or better to qualify for reimbursement. **(optional)** _____ I am also requesting reimbursement for the required textbooks, which I will then donate to Washoe County.

I understand that the maximum tuition reimbursement, including reimbursement for textbooks is **(\$1,050 or contract amount)** in a calendar year.



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Sincerely,

Employee Signature

Date

.....

Department Acknowledgement

Pursuant to the County Policy, I have reviewed this request for tuition reimbursement and recommend approval of tuition reimbursement for this request.

Department Head/Designee Signature

Date