



# WASHOE COUNTY

Integrity Communication Service  
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## STAFF REPORT

BOARD MEETING DATE: April 14, 2026

**DATE:** February 26, 2026

**TO:** Board of County Commissioners

**FROM:** Lorna McPalmer, Administrative Assistant II  
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**THROUGH:** Patricia Hurley, Chief Human Resources Officer  
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**SUBJECT:** Recommendation to approve revisions to the Washoe County Tuition Reimbursement Policy. The policy establishes the requirements and procedures for full-time County employees and officers seeking reimbursement for job or degree-related courses. The proposed revisions include shifting reimbursement approval authority from the Human Resources Department to individual Department Head's or their designee, adding clarifying language regarding possible budgetary constraints that may inhibit department approval, and additional edits for form and clarity. Human Resources. (All Commission Districts.) **FOR POSSIBLE ACTION**

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### **SUMMARY**

Staff are requesting approval of revisions to the Washoe County Tuition Reimbursement Policy. The policy outlines eligibility requirements and procedures for full-time County employees and officers seeking tuition reimbursement for job-related or degree-related courses. The revisions update the roles and responsibilities of Human Resources and individual departments, and add clarifying language regarding potential budget constraints.

**Washoe County Strategic Objective supported by this item:** Innovative Services

### **PREVIOUS ACTION**

The Board first approved the Washoe County Tuition Reimbursement Policy in 2004.

Since its approval by the Board in 2004, the Tuition Reimbursement Policy has had minor updates, in accordance with Washoe County Personnel Handbook § 5.087, including an increase in the reimbursement amount from \$750 annually to \$1,050 annually, and various procedural improvements.

**AGENDA ITEM #** \_\_\_\_\_

## **BACKGROUND**

The Tuition Reimbursement Policy was established to assist employees wishing to improve their job knowledge by attending classes at an accredited academic institution. The existing policy and procedures outline eligibility rules, the annual reimbursement cap, grade requirements, textbook reimbursement limitations, and procedures for submitting requests to Human Resources.

In practice, departments have increasingly managed initial review of requests, consistent with the current policy that directs employees to submit their tuition reimbursement request to their Department Head or designee for approval prior to routing the request to Human Resources Administration for final approval before processing. The proposed revisions would eliminate the final step of Human Resources approval and formally shift full ownership of the tuition reimbursement process to the departments, allowing them to manage requests from initial review through final approval and reimbursement.

## **FISCAL IMPACT**

No fiscal impact. Tuition reimbursements are absorbed by the department's current budget.

## **RECOMMENDATION**

Recommendation to approve revisions to the Washoe County Tuition Reimbursement Policy. The policy establishes the requirements and procedures for full-time County employees and officers seeking reimbursement for job or degree-related courses. The proposed revisions include shifting reimbursement approval authority from the Human Resources Department to individual Department Head's or their designee, adding clarifying language regarding possible budgetary constraints that may inhibit department approval, and additional edits for form and clarity.

## **POSSIBLE MOTION**

Should the Board of County Commissioners agree with the recommendation, a possible motion would be

*“Move to approve revisions to the Washoe County Tuition Reimbursement Policy. The policy establishes the requirements and procedures for full-time County employees and officers seeking reimbursement for job or degree-related courses. The proposed revisions include shifting reimbursement approval authority from the Human Resources Department to individual Department Head's or their designee, adding clarifying language regarding possible budgetary constraints that may inhibit department approval, and additional edits for form and clarity.”*