

**CALHOUN COUNTY  
BOARD OF COMMISSIONERS  
POLICY STATEMENT**

<b>SUBJECT:</b>  <b>CAREER DEVELOPMENT PROGRAM</b>	<b>DATE APPROVED:</b>	<b>EFFECTIVE:</b> <b>Immediately</b>	<b>POLICY NO.</b> <b>351</b>
	<b>9/1/92</b>	<b>REPLACES:</b> <b>200, 350 and 351 adopted 11/21/88</b>	

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**PURPOSE:** As an incentive for County employees to improve their job skills and to promote improved service to the public, Calhoun County will provide a tuition reimbursement program for qualified employees who pursue advanced, work-related study.

**ELIGIBILITY:** Employees eligible for tuition reimbursement under this policy will normally be regular, full-time employees who have been employed by the County for at least one year. The basic criteria for approval of tuition reimbursement will be the relationship of the course of study to job responsibilities and the prospect of improved job performance. In keeping with the philosophy that there must be a reasonable expectation that the County will benefit from the reimbursement program, it is expected that employees who receive reimbursement will continue County employment for at least one year following successful course completion. Therefore, if the employee terminates with the County within that first year, he/she will be required to refund that fraction of the amount of the tuition reimbursement which is equal to the fraction of the year not completed upon termination. After the year is completed, no repayment will be required. Classes must be taken during off-duty time and reimbursement shall be limited to \$450 per employee per year.

**PROCEDURES:** Requests shall be submitted by the employee to the department head prior to enrollment on a form provided by the County. The request shall include the following information:

1. Full name of the employee.
2. Position title, department and date of hire
3. Name and location of educational institution or entity
4. Course title, length and dates of the course.
5. Tuition cost or estimate of cost.
6. Brief description of course, an explanation as to how the training related to the individual's job responsibilities and how it may be expected to enhance job performance.

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Upon approval by the department head and successful completion of the course, the request may be forwarded to the Personnel Office for review and approval. The request shall be accompanied by proof of successful completion ( a grade of "C" or better) and proof of tuition payment.

Upon review and certification by the Personnel Office, the payment voucher will be submitted to Accounts Payable with a copy of the properly executed application attached.

If approval is denied by the Personnel Office, that decision may be appealed to the department's purview committee of the Board of Commissioners.

**At the December 7, 2006 Board of Commissioners Meeting the Board approved a Moratorium on County Policy No. 351 - Career Development Program for 2007.**