

PER25 – EDUCATIONAL EXPENSES REIMBURSEMENT

Reimbursement for Educational Expenses may be granted when a course or series of courses contributes to the improved ability of the employee to perform the work of the position. To be eligible for reimbursement, the employee must have completed the initial employment period of one year, and have prior approval from the supervisor and the director. Time spent in class or studying will not be credited as work time for purposes of compensation.

The employee must earn a grade of at least a “B” to be reimbursed. Employees will not have more than 50% of their total course costs reimbursed. Employee reimbursement is capped in both annual amounts, and at a maximum for the employee’s entire employment with the library. The annual and lifetime cap amounts are determined by available budgeted funds, and the director will apply these amounts consistently to all employees participating. Educational Expenses that may be reimbursed include tuition and fees, but not books.

Should an employee’s employment with the library be separated for any reason prior to the completion of a one full calendar year following the calendar year of reimbursement, the employee shall repay the library on the basis of 1/12 of the reimbursement for each month the employee is short of the one year requirement. By accepting educational reimbursement, the employee specifically agrees that amounts be repaid may be deducted from any payroll or other check otherwise owed the employee.

Chattahoochee Valley Libraries Board:
Muscoogie County Library Board:

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