

WASHOE COUNTY TUITION REIMBURSEMENT POLICY

It is the policy of Washoe County to assist employees wishing to improve their job knowledge by attending classes at an accredited academic institution. 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 recommendation of the employee's department head, the Director of Human Resources may grant approval for tuition reimbursement. In making such a recommendation, the department head shall follow the procedures listed below.

1. Approval for tuition reimbursement must be received prior to the beginning of the class.
2. Tuition reimbursement shall be granted for courses taken that are job-related or degree-related in the field the employee is employed in and that will improve the employee's ability to perform at Washoe County.
3. Employees must receive a final grade of "B" or better in order to be eligible to receive reimbursement.
4. Employees may receive reimbursement for required textbooks, if such textbooks are donated to the county at the completion of the course.
5. No employee shall receive more than \$750 in a calendar year for tuition reimbursement.
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. Appeals may be made to an Assistant County Manager within 30 calendar days of notification of denial. All decisions are final.

Tuition Reimbursement Process

The WC Tuition Reimbursement Policy is attached. This memo explains the process to follow to secure reimbursement:

1. Ask your Department Head if tuition reimbursement funds are available within the department budget.
2. If they are, discuss the class to be taken with supervisor/ department head and request approval.
3. Department head sends a recommendation memo to Human Resources with the employee name, current job class, and how the course is job related.
4. Human Resources reviews the class description for job or degree relatedness and notifies the Department Head of approval/denial.
5. If approved, complete the class with a final grade of "B" or better.
6. Submit final grades and course cost receipt to Department for reimbursement. The Department forwards the voucher to Human Resources for payment.

Always secure approval of tuition reimbursement prior to the beginning of the class.