

A
TUITION
REIMBURSEMENT
PLAN

for the Employees of

**The Louisville/Jefferson
County Metro Government**



TUITION REIMBURSEMENT PLAN

FOR THE EMPLOYEES OF THE LOUISVILLE/JEFFERSON COUNTY METRO GOVERNMENT

1. What is a Tuition Reimbursement Plan?

It is a tuition refund program that rewards employees who want to improve their job skills, by reimbursing **100%** of the cost of tuition, **including books and course fees**, up to **\$2,000 - \$3,000** per fiscal year (**July 1 through June 30**). It will allow employees to improve skills on their current job or assist in developing skills that may prepare them for a future assignment with the Louisville/Jefferson County Metro Government.

2. Who is eligible for tuition reimbursement?

All regular full-time employees, and regular part-time employees who earn less than \$10.20 per hour, will be eligible for reimbursement of tuition expenses upon employment date.

3. How much tuition reimbursement may I receive?

Regular full-time employees who in the previous calendar year were eligible for the Earned Income Tax Credit* and regular part-time employees who earn less than \$10.20 per hour will be eligible for reimbursement of tuition expenses **up to \$3,000** per fiscal year.

All other regular full-time and part-time employees will be eligible for reimbursement of tuition expenses of **up to \$2,000** per fiscal year.

Employees must meet one of the following criteria:

- a. Earn a grade of "C" or better.
- b. Earn a "Pass" on a pass/fail grading system.

Note: Tuition reimbursements will be applied toward your maximum for the fiscal year based on the **beginning** date for each course.

4. Will it pay for books and fees?

YES. This Plan reimburses **100%** of the cost of tuition, books, and course fees, up to **\$2,000/\$3,000**, **based on eligibility** each fiscal year.

5. How do I apply for tuition reimbursement?

Obtain an ***Application for Tuition Reimbursement*** from the Human Resources Department. Your department Personnel Representative may have the applications on-hand. Complete the application, sign it, and have it approved by your Department Director. **Return the form, plus proof of payment from the school**, to the Human Resources Department. If you are receiving any financial assistance from another source, you must identify the source and the amount they are covering.

***Note: Submission of proof of payment at the time of enrollment is a change from the previous procedure where the proof of payment was submitted with the grade upon completion of the course.**

6. How will I know if my course is approved for tuition reimbursement?

The Human Resources Department will consider your application according to the guidelines of the Plan. You will receive a copy of the approved application with the amount approved for reimbursement listed on the application.

7. **If my course is not approved, can I appeal?**
Keep in mind the purpose of the **Tuition Reimbursement Plan** is to assist you in improving your job skills and preparing you for future growth as an employee of the Louisville/Jefferson County Metro Government. If your request is denied, you may appeal, in writing, within five (5) working days, to the Director of Human Resources. Your written appeal must state why you think your request should be reconsidered. Appeals will be denied if submitted after the class has begun.
8. **How do I get my reimbursement when the course is over?**
For reimbursement, you must submit an official copy of your grade. Submit this to the Human Resources Department for processing. Reimbursement for books will require an itemized receipt from the school bookstore.
9. **Can I choose any course I want to take?**
Courses eligible for reimbursement are those that are directly related to your current position, or courses that would prepare you for a potential future assignment as a Louisville/Jefferson County Metro Government employee.
10. **What institutions can I attend and be eligible for reimbursement?**
All accredited educational institutions and adult education courses that relate to improvement of job skills and/or that develop skills for potential future positions within the Louisville/Jefferson County Metro Government are acceptable. Adult Education courses are acceptable if they prepare you for taking future classes for credit. All other seminars and workshops by outside vendors are not covered by the **Tuition Reimbursement Plan**, but are subject for approval and financial support from each agency's budget. Should you have a question about the eligibility of a school, call the Human Resources Department at 574-3601.
11. **Do I have to apply before the course starts?**
YES. If you apply after the course starts, the application could be rejected. It is important to be timely with your application. There are limited funds available for the **Tuition Reimbursement Plan**. The applications will be considered by the time stamp dates when submitted and processed on a first come basis.
12. **If I get a scholarship, veterans' benefits or a grant of some kind, can I still get tuition reimbursement?**
YES. Benefits from a scholarship, veterans' benefits, grant, etc., would be applied first toward your tuition. Tuition reimbursement would apply to any remaining balance. For example, if you were eligible for a course that cost \$350.00 and a scholarship covered \$250.00, you would be eligible for the remaining \$100.00, under tuition reimbursement.
13. **Can I receive the reimbursement before I finish the course?**
NO. Reimbursement is based on your final grade. It is not automatic. You must follow the appropriate procedure to apply and receive your reimbursement.
14. **What about co-op programs?**
Those on co-op programs, who have benefits paid by some other source, are not eligible for this program.
15. **If I leave employment with the Louisville/Jefferson County Metro Government before the course is over, will I still get reimbursed when I finish the course?**
NO. The purpose of this Plan is to benefit you and the Louisville/Jefferson County Metro Government in the future; therefore, if you are not employed by the Louisville/Jefferson County Metro Government at the end of your course, and at the time you request reimbursement, you are no longer eligible for this benefit.

16. **Will I have to pay taxes on the money I get for tuition reimbursement?**
The Louisville/Jefferson County Metro Government will withhold any applicable taxes by law from tuition reimbursements. However, you may have to pay additional individual taxes on the money you receive under the program, depending on the particular facts relating to your situation. You should seek the advice of your tax adviser to determine whether your tuition reimbursement is taxable.
17. **Once I get a course approved, what should I do if I want to take another course?**
You must submit an application for each course.
18. **Will I be eligible for tuition reimbursement if I take training courses not offered by the Louisville/Jefferson County Metro Government, such as seminars and/or workshops?**
NO. The **Tuition Reimbursement Plan** is designated for employees taking classes for credit or adult education programs through local schools that prepare you to take courses for credit. Outside non-credit courses or workshops through vendors may be supported through your agency budget.
19. **I just want to get a GED. Will this Plan cover that?**
YES. Jefferson County Adult Education offers assessment through their "Learning Centers" at no-charge, and they will advise you of your probability of being able to pass the GED Test. The **Tuition Reimbursement Plan** will pay for the total charge for taking the GED Test.
20. **Will the Tuition Reimbursement Plan pay for professional certification courses?**
YES & NO. The Plan will pay **100%** of the cost of preparatory courses leading up to the certification test, **but the employee is responsible for the testing fee.** Relevance to the job must still be shown for approval, as it is with all courses covered in the Plan.

*** Note: If you are eligible for the Earned Income Tax Credit, you must submit proof (tax filings) from the previous tax year.**