

Geauga County Public Library  
Personnel Policy Manual

SECTION: TUITION ASSISTANCE  
SECTION NUMBER: 340  
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Advanced or continuing education is encouraged for all employees of Geauga County Public Library. Employees with six months or more of continuous service who attend class on their own time are eligible for tuition assistance. An employee may receive assistance if the education is considered by the Board to be essential to the duties of the employee or to the improvement of the employee's performance.

Prior to attending the course, all requests for reimbursements shall be submitted to the Director, in writing, using form: ***Staff Advanced & Continuing Education Assistance Request***.

The request then will be presented to the Board for approval on the basis of scheduling needs, available funds, volume of requests, status of employment (i.e. full time, part time, etc.) and other forms of financial assistance.

Reimbursement is generally made at 50 percent or less of tuition cost.

Undergraduate courses are generally reimbursed at 25%; graduate courses at 50% for full-time staff and 25% for part-time staff.

Tuition reimbursement will be paid after the satisfactory completion of the course. The employee will provide the Library with proof of satisfactory completion of the course.

Employees may request time off from work in lieu of tuition assistance.

The most recent IRS regulations will be used regarding potential employee tax liability connected to tuition reimbursements.

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