

# Montauk Library Personnel Policy

## **Tuition Reimbursement Policy:**

### **Purpose:**

The purpose of this policy is to define and establish guidelines under which employees may receive tuition reimbursement. Employees are encouraged to work to their full potential by increasing their skills and knowledge. Participation in approved educational programs that are mutually beneficial to both the Library and their employees will be given consideration for reimbursement under the terms of this policy.

### **Eligibility:**

Only full-time regular employees are eligible to participate. Participants must be in the Library payroll at both the start and completion of the courses.

Employees must receive written approval from the Library Director before commencing course work. Participants shall not be eligible for reimbursement until after the course work is completed and subject to the terms of this policy.

Ongoing participation in this program is contingent upon continued satisfactory job performance, at the sole discretion of the Library Director.

Attendance at any course shall not conflict with the employee's work hours, unless the Library Director approves that conflict in writing prior to the employee enrolling in such course. Employees are expected to work a full workweek, even if the work schedule is adjusted by the Library Director in order to accommodate a course schedule.

### **Courses:**

Courses must be taken at a college or university accredited by one of the nationally recognized accrediting associations, must be one term in duration, and must result in academic credit. To qualify for tuition reimbursement, the employee must participate in courses that, in the sole judgment of the Library Director, meet the following criteria:

The course must be either (1) be directly related to the employee's current field of work, and its successful completion can realistically be expected to enhance the employee's knowledge of his/her job; or (2) be relevant to the degree or certificate program related to the employee's current field of work.

The course must be part of a degree or study program required to qualify an employee for reassignment to another position in the Library that has been endorsed by the Library Director. Additionally, there must be a realistic probability that the employee will be assigned to such a position when qualified for the employee.

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## **Reimbursement Rate:**

Upon successful completion of the approved course(s), the employee shall be reimbursed for 80% of reimbursable costs, up to a maximum of \$4000 per employee per calendar year, subject to the Library receiving official notice of acceptable grades(i.e.an official transcript) as required by this policy, and the original receipts for reimbursable costs.

Reimbursable costs shall include the cost of tuition only. Reimbursable costs shall not include lab fees, required books, and other required course materials, tools and supplies that may aid the employee in the course, but which are not specifically required (e.g. computer hardware, software, calculators, instructional tapes), parking fees or any other expenses. An employee will not be eligible for reimbursement of tuition and required fees that are paid by state or federal education grants or scholarships.

Acceptable grades shall be a “B” or equivalent or better for undergraduate or graduate work. If an employee does not receive acceptable grades, she/he shall not be eligible for reimbursement.

Participation by employees in tuition reimbursement programs in accordance with this policy shall not guarantee the employee’s status as an employee. Employees who are no longer employed as of the time of course completion will not be eligible for reimbursement, even though the Library Director would have approved the course prior to the employee commencing course work.

Employees who receive reimbursement are expected to continue to be employed by the Library for a period of 18 months after completing such course work. If the employee separates from employment in the Library( voluntarily or involuntarily) prior to the expiration of such 18 month period, then the employee will be required to repay the Library the full tuition reimbursement that was received.

*Approved by Board of Trustees 7/17*