

**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 explains the process to follow to secure reimbursement:

1. Fill out the Tuition Reimbursement Request Form and send it to your Department Head.
2. If funds are available and the request is approved by the Department Head, send the signed Tuition Reimbursement Request Form to Human Resources Administration.
3. The assigned Human Resources Analyst reviews the class description for job or degree relatedness. Human Resources then notifies the employee of approval/denial. Requests for approval must be submitted to Human Resources **prior** to the beginning of the class. If the request is not made before the course begins, then the reimbursement will be denied.
4. If approved, complete the class with a final grade of "B" or better.
5. Employee submits final grade(s)*, course cost receipt, and all initial request paperwork to Department for reimbursement.
6. The Department prepares and forwards the payment voucher, initial request paperwork, and final grade(s) to Human Resources Administration for final approval.
7. Once final approval has been granted, Human Resources will submit the payment voucher to Payroll.

*If your institution does not use a letter grading system, please provide documentation with proof of the equivalent letter grade.