

**Union County Tuition Reimbursement Program  
Summary of Program**



The Tuition Reimbursement Program was established to financially support Union County employees in their professional development. The Tuition Reimbursement Program has specific criteria that must be met to participate in the program. Please carefully review the points listed below, and refer to the Union County Personnel Resolution, Article XI, Section 9, Tuition Reimbursement Program, for further details.

As with all County benefits, the BOCC may choose to modify the Tuition Reimbursement Program. Therefore, acceptance into the program does not guarantee payment.

For further information on the program, please contact the **Human Resources Generalist in Human Resources at [kayla.melton@unioncountync.gov](mailto:kayla.melton@unioncountync.gov) or at 704-283-3841.**

Eligibility Requirements	
<b>Employee</b>	Must be either a full-time or benefited part-time employee; meet the performance expectations of his/her current position by having not less than 2.0 overall rating on their most recent annual review; have sufficient accrued leave to cover any anticipated time away from work needed to complete the desired education or training, which must be approved by the employee's Division Director in accordance with Article XI, Section 9.7 of the Union County Personnel Resolution.
<b>Educational Institution</b>	Must be enrolled in an educational institution accredited by one of the National or Regional Accreditation Councils for the U.S. Department of Education. To determine whether the educational institution you wish to attend is accredited by one of these institutions, go to: <a href="http://ope.ed.gov/accreditation/Search.aspx">http://ope.ed.gov/accreditation/Search.aspx</a>
<b>Coursework</b>	<p>Must pursue a degree or course in a field relevant to County employment; take for-credit course work related to a field in which the County normally recruits employees; or seek a certificate, associate's, bachelor's, master's, or doctorate degree related to a field in which the County normally recruits employees. Doctoral degrees must have the approval of the County Manager.</p> <p>Degrees in which the County normally recruits are listed in Appendix A. If the degree in which you are interested in is not listed please contact Human Resources at 704-283-3841, so we can review it for inclusion.</p> <p>If you are seeking a certificate, contact Human Resources to see if it is approved for the Tuition Reimbursement Program. To qualify for Tuition Reimbursement, coursework must be pursued on your own time. Training and courses required by an employee's agency are not covered under the Tuition Reimbursement Program.</p>



Application	
<b>To Apply</b>	<p>Submit a completed Tuition Reimbursement Application to the Human Resources office. The application can be found on County Connect under the Tuition Reimbursement link.</p> <p>Applications must be received by Human Resources no sooner than thirty (30) calendar days before the quarter/semester/course begins or no later than thirty (30) calendar days after the beginning of the quarter/semester/course for which reimbursement is requested.</p> <p>Note: If the time period ends on a weekend or County holiday, application must be received by Human Resources on the day before the weekend or holiday. <b>Late applications will not be accepted.</b></p>
Payment	
<b>Amount</b>	<p>Employees accepted into the program are eligible to receive no more than the IRS income tax exclusion limit for educational assistance through the Tuition Reimbursement Program per calendar year (January-December). This limit is set by the IRS and may change at any time. Please refer to the IRS Publication 15-B, or any successor publication, for the current limit amount.</p> <p>Reimbursement is for tuition paid and mandatory fees. Other educational costs, including tests other than CLEP, activity fees, books and supplies, transportation, and room/board are the responsibility of the employee.</p> <p>The amount of the tuition and mandatory fees eligible for reimbursement is:  <b>Full-Time employees (40 hours):</b> 100% reimbursement up to the tuition limit  <b>Benefited Part-Time employees:</b> Pro-rated reimbursement up to the tuition limit based upon the percentages at which the employee earns other employment benefits.                      (e.g.: 55%, 65%, 75% of the full limit amount)</p>
<b>Verification Deadline</b>	<p>To receive a reimbursement payment an employee is responsible for submitting the following to Human Resources within thirty (30) days of course completion:</p> <ol style="list-style-type: none"> <li>(1) Verification of satisfactory completion of the course (at least a “C” grade)</li> <li>(2) Verification tuition and fees were paid (proof of payment)</li> </ol> <p>The grade and payment documents must be received by Human Resources no later than thirty (30) calendar days after course completion. If the time period ends on a weekend or County holiday, grades and proof of payment must be received by Human Resources on the day <i>before</i> the weekend or holiday. <b>Late documents will not be accepted.</b></p>

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UC HUMAN RESOURCES

<b>Payment Date</b>	If your application has been approved, grades and proof of payment have been submitted on time, and funds are available, you will be reimbursed on the next available paycheck as determined by the payroll submission dates set by the County. Payments for the same application will not be split into more than one payment. <b>If an employee has reached the maximum reimbursement amount, documents will not be held for payment in future years.</b>
<b>Repayment</b>	Employees who have received Tuition Reimbursement funds and who terminate from Union County, either voluntarily or involuntarily (except in cases of reduction-in-force), must refund to the County monies received during the two (2) year period preceding the date of termination.