

Staff Report

Subject: Request to approve a new HR SOP 4.03: Tuition Reimbursement.

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Department: Human Resources and Risk Management

Meeting Date: March 4, 2025

Item Description: Request to approve a new HR SOP 4.03: Tuition Reimbursement.

Summary Recommendation

Tuition Reimbursement was discussed at the BOC Summer Workshop (August 2024) and the BOC Winter Workshop (February 2025). For the last two years, this has been a common question amongst staff and candidates; this policy would help the County with both recruitment and retention.

This policy aims to ensure that the Effingham County Board of Commissioners is committed to fostering employee growth and development by offering financial assistance for job-related education. This program is designed to enhance employees' skills and prepare them for future roles within the County.

Alternatives

- 1) Approval is recommended for adding a new HR SOP 4.03: Tuition Reimbursement.
- 2) Disapprove and provide staff with guidance on how to proceed.

Other Alternatives: None

Department Review: County Manager and Human Resources.

Attachments:

- 1) HR SOP 4.03 DRAFT