



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Human Resources Standards of Practice

Standards of Practice: Section 4.03	Issue Date: 3/4/2025 New <input checked="" type="checkbox"/> Revised _____ Supersedes Policy Dated:
Title: Tuition Reimbursement	Approved By Effingham County Board of Commissioners

4.03 – Tuition Reimbursement

1. Purpose

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.

2. Eligibility

To qualify for tuition reimbursement, employees must meet the following criteria:

- Must be a **full-time employee** who has completed **one year** of continuous service.
- Must be in **good standing** with a satisfactory or above performance rating.
- Courses must be **job-related** or relevant to a foreseeable **promotion** within the County.

3. Covered Expenses

The County will reimburse up to **\$5,250 per fiscal year** for the following expenses:

- **Tuition costs**
- **Lab fees**
- **Mandatory course materials** (e.g., textbooks)

Non-Reimbursable Expenses

The following costs are **not eligible** for reimbursement:

- Parking fees



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- Meals
- Transportation

4. Reimbursement Scale

The amount reimbursed will be based on the final grade received in the course:

Grade	Reimbursement %
A	100%
B	90%
C	80%
Below C	0%

5. Approval Process

Employees must follow these steps to receive tuition reimbursement:

1. **Pre-Approval:** Courses must be **pre-approved** before enrollment by:
 - o Department Head
 - o Human Resources Director
 - o County Manager
2. **Submission of Documentation:** Employees must submit:
 - o Proof of course completion
 - o All receipts for tuition and eligible materials
3. **Deadline:** All documents must be submitted **within 90 days** of course completion.

6. Repayment Obligation

Employees who receive tuition reimbursement are subject to the following repayment requirements if they leave County employment:

Time of Departure	Repayment Obligation
Within 12 months	100% repayment



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Between 12-24 months 50% repayment

After 24 months No repayment required

If employment separation is **involuntary**, no repayment is expected.

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