

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

EDUCATION REIMBURSEMENT POLICY

POLICY NO.	10.2	EFFECTIVE:	01/02/2024
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A. Policy

This policy is intended for College or technical level classes directly related to the employee's value to the County, or to enhance the employee's ability to advance their standing with the County through promotion. It is not to pay for courses or classes or tests which are requirements of the job and which are paid separately from departmental funds. These classes shall be compensated, subject to budgetary constraints, up to \$1000 annually or as determined by the County per year under the following conditions:

1. Employees must earn a grade of "C" or better in order to be eligible for reimbursements.
2. Reimbursement shall be made on the basis granted by the County Administrator in advance.
3. Before an employee registers for any class, he/she should complete a Request for Educational Assistance form (see Appendix) and give it to his/her department head. The department head may give his/her endorsement by his/her signature where indicated. The class must be through an accredited college, business school, or trade school. In this request, the employee will give the subject, how it relates to the employee's current or future assignment with the County, tuition cost, and an estimate of the book cost for the class.
4. If the department head approves the class, he/she will forward the completed, signed form to the County Administrator.
5. At the discretion of the County Administrator, and subject to the availability of funds, approval will be given by the County Administrator's signature where indicated. The assistance will be for 100% of the tuition and book cost, unless other financial aid has been awarded the employee to cover part or all of these costs. The form will be returned to the employee at this time.
6. Upon registration, the employee will collect receipts from the school for the tuition and books to turn them in to the County Administrator with the completed original form. The County Administrator will have the check issued to the employee for the approved costs.

7. Upon completion of the class and the employee's receipt of his/her grade, a copy of the grade will be submitted to the County Administrator to attach to the original request. Should the employee fail or withdraw from the class, he/she will be responsible to refund in full all cost paid by the County.
8. If in the course of taking these classes, a degree is awarded, the employee will be expected to remain in the employment of the County as follows:

Associates' Degree - 12 calendar months after degree is awarded

Bachelors' Degree - 24 calendar months after degree is awarded

Masters' Degree - 36 calendar months after degree is awarded

If the employee terminates their employment with the County during these specified time frames, he/she will be obligated to reimburse the County as follows for his/her educational assistance.

Associates' Degree	Between 9 and 11 months - 20% paid back
	Between 6 and 9 months - 50% paid back
	Between 3 and 6 months - 80% paid back
	Less than 3 months - 100% paid back

Bachelors' Degree	Between 18 and 24 months - 20% paid back
	Between 12 and 18 months - 50% paid back
	Between 6 and 12 months - 80% paid back
	Less than 6 months - 100% paid back

Masters' Degree	Between 24 and 36 months - 20% paid back
	Between 18 and 24 months - 50% paid back
	Between 12 and 18 months - 80% paid back
	Less than 12 months - 100% paid back

9. Courses must be directly relevant to on-the-job requirements.
10. Institutions from which courses are taken must be recognized by the U.S. Department of Education as accredited and thereby may participate or receive federal education assistance.
11. Any tuition offset to which you are entitled, such as Veterans benefits, scholarships or benefits from any student aid program must be credited before any educational assistance benefits are payable.