

9.09 Education and Training

Grand County believes in providing employees with opportunities to enhance their level of development and education through its Education Assistance Guidelines. The Education Assistance Guideline applies to all regular full-time employees.

Guideline:

All education assistance supported by the County must be job-related and directly beneficial to the County's business and affairs. To receive County support, education and/or training must be approved first by the Appointed Official/Elected Official and then authorized by the County Manager. There is a limit on the amount an employee can be reimbursed each quarter or semester. Funds for this program are limited to the amount budgeted each year by the Board of County Commissioners. Requests will be considered with priority given to the earliest date received by the County Manager. Requests must be approved in advance of registration so funds can be committed to the employee.

Any pre-employment training that is required must be budgeted for in the Departmental budget and will not be eligible for funding under this section. Certain departments provide training, which from time to time is funded by grants, or may be required to allow the employee to remain current in their field. Certain departments train employees to fill their ranks in order to maintain reasonable staffing. These departments must have this training approved under their annual departmental budgets. This training will not be eligible under this section.

Criteria:

1. An employee must have completed one (1) year of continuous employment as a full time employee with Grand County. If an employee has been working in a capacity less than full time, it will be at the discretion of the Appointed Official and county manager.
2. The employee must have an approved Tuition Reimbursement Request form prior to enrollment. This form can be obtained from the County Manager's Office and must be approved by the Appointed Official/Elected Official before being presented to the County Manager for final approval. Approval must be given prior to enrollment.
3. Employee requesting assistance will be required to execute Agreement and Statement of Understanding for Tuition Assistance.
4. Termination of employment will cause the employee to forfeit the rights to assistance.
5. Books, supplies and miscellaneous fees are not covered.
6. The employee must complete the course successfully or if letter grades are given, with a "B" grade or better.
7. If allowed by annual budget appropriation, eligible employees can receive up to \$1200.00 per year for college level courses from an accredited two or four year college or university or vocational technical institute. Non-degree granting institutions can be considered. All course/programs must directly benefit both the employee and Grand County Government.
8. If employees receive or are eligible to receive financial assistance from any other source (e.g. grant, scholarship, GI Bill, etc) he/she must indicate this fact on the Tuition Reimbursement Request Form.

Requirements for Reimbursement:

1. An itemized registration receipt.
2. A transcript, grade report, or note from the course instructor indicating satisfactory course completion submitted at the completion of course/program when requesting

- reimbursement.
3. Satisfactory completion or a grade of "B" or better must be achieved to receive any reimbursement.
 4. If employee leaves the County employment before six (6) months of employment are completed after tuition reimbursement, employee will be required to reimburse County for 100% of tuition allowed. If employee leaves the County employment after six (6) months but before one (1) year of reimbursement, employee will be required to repay County for 50% of the tuition provided. If the employee remains in the County employment for at least one (1) year after reimbursement of tuition, employee would not be required to repay any allowed tuition.

Financial Assistance Limitations:

Subject to availability of funds and the amount budgeted on an annual basis and your employment status; the following maximum amounts will apply:

% of Reimbursement	Annual Cap	Lifetime Cap
80%	\$1200.00	\$5000.00

Employees with fifteen (15) years or more of full time service with the County have a Lifetime Cap of \$7000.00.