



Other Benefits

02.07.07 P1 Educational Assistance

Tuition Reimbursement Procedures

Application Process

- Employees must complete the tuition assistance application form and submit it to the HR department along with documentation of their enrollment in an accredited degree or certification program.
- Human Resources will review the application and supporting documentation to ensure the employee meets the eligibility requirements for the program.
- Should the number of eligible requests exceed the available budgeted funds for the year, applications will be awarded in the order they were received. Where possible, PCCLD will give preference to those enrolled in a Master's of Library Science program who have been consecutively enrolled with no gaps.
- If the application is approved, Human Resources will notify the employee and provide them with information on how to submit invoices for reimbursement of tuition costs

Reimbursement Process

- Employees must submit their grade(s) for the semester and invoice for the tuition costs to Human Resources for reimbursement.
- The Human Resources department will review the grade(s) and tuition costs to ensure they meet the guidelines for the tuition assistance program (such as being for an eligible course and within the maximum amount of assistance.)
- If the grade and invoices are approved, Human Resources will process the reimbursement to the employee.

Repayment Process

- If an employee leaves the organization within one year of receiving tuition assistance, Human Resources will calculate the amount of assistance that must be repaid.
- Human Resources will notify the employee of the repayment amount and provide them with information on how to make the payment.
- If the repayment is not made with the specified timeframe, Human Resources will follow up with the employee to ensure the repayment is made.

Recordkeeping

- Human Resources will maintain records of all tuition assistance applications, grades received and invoices and reimbursements in accordance with company policies and applicable laws.
- These records will be used to track the organization's tuition assistance program and ensure compliance with program guidelines.