



Policy HR 11.2 Tuition Reimbursement

Adopted by the Library Board of Trustees: 01/24/2013

Upon the approval of the Library Director, reimbursement may be granted for a formal study course from an accredited school, college or university provided the course is related to the employee's work and will increase his or her knowledge, skills and abilities to perform the work. Time spent in attendance at these courses shall be considered the employee's personal time. If approved by the Library Director, the affected employee's work schedule may be altered so the course does not occur during his/her regularly scheduled working hours. Partial or full reimbursement of the cost of tuition may be made upon approval of the Library Director. Books and supplies will be at the expense of the employee. Employees may be eligible for tuition refunds by meeting the following conditions:

- a. He/she must be a regular full-time or regular part-time NOLS employee;
- b. Prior to enrollment, the Library Director and the employee's supervisor must have approved the employee's course choice and educational institution;
- c. Application for tuition reimbursement must be made within sixty (60) days following the completion of the course of study;
- d. Employee must complete the course with a minimum grade of "C" or equivalent; and
- e. Funds to reimburse the employee for tuition must be available in the current NOLS budget.

I. Administration

The Library Director is responsible for the administration of this policy.