

## 145 – EDUCATION REIMBURSEMENT

- A. The Court System supports the continued education of its employees.
- B. General
  - 1. The purpose of education reimbursement is to encourage the development of all regular full-time and regular part-time employees. The Court System may provide reimbursement of tuition and fees paid to accredited schools, colleges, and universities up to a lifetime maximum of \$15,000 for regular full-time employees. The lifetime maximum for regular part-time employees will be pro-rated. The Court System is under no obligation to provide education reimbursement.
  - 2. Reimbursement may be granted for courses which benefit the Court System in the employee's present position or for a future position. The course or degree must be applicable to a position within the Court System.
  - 3. Only tuition and fees are reimbursable. Expenses such as late fees, books, and transportation to and from classes are not reimbursable.
  - 4. Reimbursement is not available for prior learning credits or auditing a course.
  - 5. Reimbursed education benefits may be subject to taxation.
  - 6. The time spent completing education courses will not be used in computation of overtime or compensatory time.
  - 7. Attendance at courses must be during off-duty hours.
  - 8. The Court System may limit the reimbursement to less than what is outlined in this policy, if reimbursement requests exceed budget availability. The State Court Administrator and Chief Justice will establish additional parameters for approval of education reimbursement requests when it becomes necessary to limit the reimbursement to less than what is outlined in this policy.
  - 9. Reimbursement Levels
    - a. Reimbursement for 100 percent of technical school, correspondence course, on-line course, undergraduate, or graduate course is possible when the course is directly related to the type of work the employee is currently performing and the training equips the employee to better perform his or her present duties.
    - b. Reimbursement for 80 percent of course is possible when the course is not considered directly related to the work the employee is currently performing, but is a requirement toward the degree recommended in the employee's current career ladder. A degree plan must be submitted to and approved by the supervisory and appointing authority. If pursuing a degree, it must be a requirement for that position.

- c. Reimbursement for 80 percent of course is possible when the course is for future classifications within the Court System. The employee must identify the potential classification and explain the benefit of the course. A degree plan must be submitted to and approved by the supervisory and appointing authority. If pursuing a degree, it must be a requirement for the future classifications.

10. Eligibility

- a. An employee must have been a regular full-time employee or regular part-time employee for two consecutive years prior to registering for a class.  
  
Reimbursement to a regular part-time employee will be pro-rated accordingly
- b. An employee must have satisfactory performance. If an employee receives corrective action following pre-approval of education reimbursement and prior to reimbursement, the Court System may revoke the education reimbursement despite the pre-approval.
- c. An employee must be employed as a regular full-time or regular part-time employee at the Court System at the time of course completion in order to receive education reimbursement.

11. Reimbursement

- a. Reimbursement will be made after an employee successfully completes the course with a grade of “C” or better or a “pass” for a pass/fail course for an undergraduate course. Reimbursement will be made if an employee successfully completes the course with a grade of “B” or better or a “pass” for a pass/fail course for a graduate course. In order to receive payment, the employee must provide a copy of the official grade report and all relevant receipts. This information must be submitted within 60 days of completion of the course to be eligible for reimbursement.
- b. If an employee who receives education reimbursement resigns or is terminated within one year of the completion date of a course or degree plan, the employee is required to refund the Court System 100% of the education reimbursement. The reimbursement amount may be deducted from the employee’s paycheck(s) as approved by the employee’s signature on the education reimbursement form. The employee will be responsible to reimburse the Court System all remaining amounts owed to it.
- c. If an employee who receives education reimbursement resigns or is terminated within two years of the completion date of a course or degree plan, the employee is required to refund the Court System 50% of the education reimbursement. The reimbursement amount may be deducted from the employee’s paycheck(s) as approved by the employee’s signature on the education reimbursement form. The employee will be responsible to reimburse the Court System all remaining amounts owed to it.

- d. If an employee who receives education reimbursement resigns or is terminated within three years of the completion date of a course or degree plan, the employee is required to refund the Court System 25% of the education reimbursement. The reimbursement amount may be deducted from the employee's paycheck(s) as approved by the employee's signature on the education reimbursement form. The employee will be responsible to reimburse the Court System all remaining amounts owed to it.
- e. If an employee does not complete a degree plan and has received any reimbursement, the employee's supervisor and appointing authority will determine what, if any, reimbursement must be repaid to the Court System.

## 12. Approval Process

- a. Prior to registering for a course, an employee must receive approval from the employee's supervisor and appointing authority by completing the Court System's tuition education reimbursement form, including a degree plan if appropriate.
  - (1) A degree plan must include, at a minimum:
  - (2) Explanation of the employee's eligibility for education reimbursement for the degree;
  - (3) Name of the school the employee intends to attend;
  - (4) A list of all course titles, descriptions, credits, and numbers required for the degree;
  - (5) Explanation of how the degree benefits the Court System;
  - (6) Estimated duration of the degree plan; and
  - (7) A schedule of reimbursement outlining when reimbursement will be made during the degree plan.
- b. An employee must disclose all other sources of financial assistance. If an employee is receiving other assistance that does not require repayment (i.e. scholarships or grants), the Court System may reimburse the employee for eligible costs incurred while participating in the program as long as the reimbursement and the other assistance received does not exceed the total cost of the course(s) taken.

Approved by the Supreme Court 1/8/14 effective 2/1/14