

Salt Lake County Tuition Reimbursement Program Summary of Program

The Tuition Reimbursement Program was established to financially support Salt Lake County employees in their educational endeavors where those pursuits benefit the County. The tuition program has specific criteria that must be met to participate in the program. Please carefully review the points listed below and refer to [Human Resources Policy and Procedure 6-300: Tuition Reimbursement Program](#) for more details.

As with all County benefits, the County Council may choose to modify the Tuition Program. Therefore, acceptance into the program does not guarantee payment.

For further information on the current program, please contact **Cynthia Carrington in Human Resources at CCarrington@slco.org or 385-468-0576.**

Eligibility Requirements	
Employee	Must be an appointed or merit employee eligible for benefits, scheduled to work a minimum of 20 hours or more per week. Merit employees must have successfully completed probation, and appointed employees must complete six months of employment by the beginning of the quarter/semester/course (for specialized universities such as the University of Phoenix) for which tuition reimbursement is requested. Employees on leave-without-pay status and Time Limited Appointed employees are not eligible to participate.
Educational Institution	Must attend an educational institution accredited by one of the National or Regional Accreditation Councils for the U.S. Dept. of Education. To determine whether the educational institution you wish to attend is accredited by one of these institutions review the accreditation information
Coursework	<p>Take course work related to a field in which the County normally recruits employees or seek a certificate, associates, bachelors, masters, or doctorate degree related to a field in which the County normally recruits employees. Doctoral degrees must have the endorsement of the employees' Department Director or Elected Official.</p> <p>All course work must be for academic credit and have a grade associated with it.</p> <p>Degrees in which the County normally recruits are listed in <i>Appendix A</i>. If the degree which you are interested in is not listed please contact HR at 385-468-0576 so we can review it for inclusion.</p> <p>If you are seeking a certificate, contact HR to see if it is approved for the Tuition Program.</p> <p>To qualify for Tuition Reimbursement coursework must be pursued on your own time. Training or courses required by an employee's Agency are not covered under the Tuition Program.</p>

Application	
To Apply	<p>Submit a completed Tuition Reimbursement Application to the Human Resources Division.</p> <p>Applications must be received by Human Resources no sooner than thirty (30) calendar days before the quarter/semester begins or no later than thirty (30) calendar days after the beginning of the quarter/semester for which reimbursement is requested.</p> <ul style="list-style-type: none"> Applications for employees seeking reimbursement for individual courses with specialized universities, such as the University of Phoenix, must be received by the Human Resources Division no sooner than thirty (30) calendar days prior to the beginning of the course or no later than thirty (30) calendar days after the course has begun for which tuition reimbursement is being requested. <p>Note: if the time period ends on a weekend or County Holiday, applications must be received by Human Resources on the day before the weekend or Holiday. <u>Late applications will not be accepted.</u></p> <p>Separate applications must be submitted for each quarter/ semester/ course (for specialized universities such as the University of Phoenix) for which tuition reimbursement is requested.</p>
Payment	
Amount	<p>Employees accepted into the program are eligible to receive up to the IRS tax exempt limit for tuition reimbursement per calendar year. For the current year this amount is:</p> <ul style="list-style-type: none"> Full time - \$5,250.00 Three-quarter time - \$3,937.50 Half-time - \$2,625.00 <p>The calendar year payment maximum is determined by the date the checks are received by the employee, not the date the courses were taken or completed.</p> <p>Reimbursement is for tuition paid and mandatory fees. Other educational costs, including tests other than CLEP, activity fees, books and supplies, transportation, and room and board are the responsibility of the employee.</p> <p>The amount of the tuition and mandatory fees eligible for reimbursement is:</p> <ul style="list-style-type: none"> Full time employees (40 hours): 100% reimbursement up to \$5,250.00 Three-quarter time employees (30 hours): 75% reimbursement up to \$3,937.50 Half-time employees (20 hours): 50% reimbursement up to \$2,625.00
Verification Deadline	<p>Monies are paid to the employee on their regular paycheck after submission of:</p> <ol style="list-style-type: none"> (1) verification of satisfactory completion of the course (at least a "C" grade) (2) verification tuition was paid <p>These grades and payment documents must be received by Human Resources no later than 30 calendar days after course completion. If the time period ends on a weekend or County Holiday, grades and proof of payment must be received by Human Resources on the day <i>before</i> the weekend or Holiday. <u>Late documents will not be accepted.</u></p>

Payment Date	If your application has been approved, if grades and proof of payment have been submitted on time and if funds are available, you will be reimbursed on the next available paycheck as determined by the payroll submission dates set by the County. Payments for the same application will not be split into more than one payment. If an employee has reached the maximum reimbursement amount, documents will not be held for payment in future years.
Repayment	Employees who have received Tuition Reimbursement funds and who terminate from the County, either voluntarily or involuntarily (except in cases of reduction-in-force), must refund to the County monies received during the two (2) year period preceding the date of termination. The amount owed to the County will be pro-rated on quarterly increments.

APPENDIX A

Degrees for which the County normally recruits	<p><u>Engineering/Science</u></p> <p><i>Certificates</i> TBD</p> <p><i>Undergraduate Degrees</i> Associate of Applied Science-Surveying Chemistry Engineering Computer Engineering Computer Programming & Design Computer Science/Computer Info. Systems Construction Management Geology Geography Graphic Design Integrated Systems Urban Planning</p> <p><i>Graduate Degrees</i> Civil Engineering Computer Science Geography Urban Planning Energy Management Agronomy</p> <p><u>Health</u></p> <p><i>Certificate Programs</i> TBD</p> <p><i>Undergraduate Degrees</i> Behavioral Science/Health Exercise and Sports Science Foods & Nutrition Health Education Health Science Health Promotion and Education</p>
---	---

	<p>Recreation and Leisure Nursing Parks, Rec. & Tourism Community Health Public Health</p> <p><i>Graduate Degrees</i> Exercise & Sports Science Foods & Nutrition Health Education Health Psychology Health Services Admin. Nursing Public Health Parks, Recreation & Tourism Recreation and Leisure</p> <p><u>Humanities/Education</u> <i>Certificate Programs</i> TBD</p> <p><i>Undergraduate Degrees</i> Communication Education</p> <p><i>Graduate Degrees</i> Communication/ Communication Management Education Library Science</p> <p><u>Social and Behavioral Science</u> <i>Certificate Programs</i> TBD</p> <p><i>Undergraduate Degrees</i> Child & Family Development Criminal Justice/Criminology Family & Consumer Studies Gerontology Human Services Political Science Psychology Social Science Sociology Public Administration</p> <p><i>Graduate Degrees</i> Counseling Criminal Justice/Criminology Human Resource Management Law Marriage & Family Counseling</p>
--	--

	<p>Organizational Management/ Leadership Political Science Public Administration Psychology Social Work Sociology</p> <p><u>Business</u></p> <p><i>Certificate Programs</i> TBD</p> <p><i>Undergraduate Degrees</i> Accounting Business Management Economics Finance Management Office Systems Management Business Information Systems Paralegal</p> <p><i>Graduate Degrees</i> Accounting Business Administration Economics Finance Management International Relations Real Estate Development</p>
--	---