

County of Gloucester  
Human Resources Manual

<b>CHAPTER:</b>	<b>5 - EMPLOYEE BENEFITS</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>5 – EDUCATIONAL BENEFITS</b>	<b>REVISED: 5/22/24</b>

Employees are encouraged to receive job-related education by attending college courses and trainings. The County provides tuition reimbursement as an educational benefit for employees with satisfactory performance with the maximum reimbursement amount for educational expenses being set in accordance with negotiated union contracts.

Employees may seek reimbursement for satisfactorily completed, pre-approved courses. Reimbursement is available for tuition only and does not include books or other associated fees. Requests and approvals for tuition reimbursement must be completed prior to the start of the class. Any requests received after the start of a course will be denied reimbursement.

**Employee:**

Submits a written request to the Human Resources for advance approval of college/university tuition reimbursement, which includes the following items:

1. A brief description of the course
2. Copy of the registration for the course
3. Paid tuition receipt

Provides proof that course was successfully completed in instances where grades are awarded.

For reimbursement of continuing education trainings and other similar types of educational pursuits, the employee must follow departmental procedure including obtaining preapproval from the Department Head with reimbursement paid from a qualified conference, or education and training, budget as applicable.