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## ***CHAPTER 14***

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### ***TRAINING AND DEVELOPMENT***

#### **14.1 Objective**

The County shall offer training and development opportunities to employees in a variety of methods, including: assessing employee training needs and developing organizational training plans; developing and using internal trainers wherever possible; and encouraging employees to share training experiences.

#### **14.2 Department Director's Responsibility**

It is the department director's responsibility to provide all members of the department opportunity for meaningful training and development as practical considering: budgeted monies available, job requirements, expected changes in services that will require additional skills and abilities, employee performance, environmental health and safety issues and the recommendations of the County Administrator and the Director of Human Resources.

#### **14.3 Required Certifications and Licenses**

Provided the specific certification or license is required and provided budgeted funds are available, the department shall pay for, or reimburse the employee for, the basic cost of required certification or licensure upon successful completion of the qualifying test or exam.

##### **A. Employee Reimbursed**

If the employee has paid for the required exam or test, he shall receive reimbursement upon presenting the department with the awarded certificate or license and proof that the employee paid for the test or exam. A copy of the license or certificate shall be maintained in the employee's personal County file.

##### **B. County Reimbursed**

If the County paid the registration fee for an unsuccessful attempt to achieve certification or licensure, the employee shall reimburse the County within 90 days of the unsuccessful attempt.

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#### 14.4 Workshops, Seminars and Conferences

Department directors may authorize employees to attend workshops, seminars, conferences, or other training programs of direct benefit to the County. The costs of attendance shall be paid by or reimbursed from the department's available funds.

#### 14.5 Tuition Reimbursement Program

The department director may, from time to time and subject to the availability of funds, permit the reimbursement of certain expenses incurred by County employees participating in a degree, certification, and/or continuing education program related to the employee's employment with the County.

##### A. Employee Eligibility

1. Regular full-time employees who have completed one year of continuous satisfactory service with the County may apply for tuition reimbursement. Regular part-time employees with a full-time equivalency equal to or greater than .50 who have completed either two years of continuous satisfactory service or have worked the equivalent hours of a full-time position (2080 hours) with satisfactory performance may also apply for tuition reimbursement.

2. Reimbursement for undergraduate coursework is available to an eligible employee up to \$6,000.00 per fiscal year. Reimbursement for graduate coursework is available to an eligible employee up to \$8,000.00 per fiscal year. The fiscal year cap may be waived by County Administration for extenuating circumstances, within the discretion of the County Administrator or designee.

3.2.—To qualify for reimbursement, an employee must submit an official notification indicating satisfactory course completion at the following levels of accomplishment: a grade of "C" in an undergraduate course, a grade of "B" in a graduate course or grade~~the~~-equivalent if another grading scale is utilized.

##### B. Course Eligibility

1. Coursework toward a college degree from an accredited college or university, professional certification or developmental training, including nontraditional programs such as accelerated courses and accredited correspondence and on-line courses are eligible for tuition reimbursement.

2. Courses must be taken on the employee's own time unless prior approval is obtained by the County Administrator or designee.

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3. Only courses for which the employee has registered and been accepted by the college, university, or course provider are eligible for tuition reimbursement.

4. Only courses related to the employee's employment are eligible for tuition reimbursement.

C. Application Process

1. To apply, the Tuition Reimbursement Application and Agreement must be completed by the employee and submitted to his/her supervisor and department director (or designee) for recommendation. The application and agreement must be submitted with a copy of the course registration to the Human Resources Department for review.

2. Applications may be submitted throughout the fiscal year. Applications must be submitted prior to the start of any class and must include an official notification of the costs for the course(s) or other information which will allow the Human Resources Department to confirm the costs.

3. Tuition reimbursement application forms are available on the County intranet and at the Human Resources Department.

D. Decision Guidelines

1. The Human Resources Director or designee shall review applications. Guidelines for decisions shall include, but are not limited to: the standards and requirements of the tuition reimbursement program set forth herein, value of the continuing education to the County, relevance to current or future job position, work performance, funding availability, degree/certification completion status, length of continuous service and date application received. Applications will be accepted throughout the fiscal year and will be considered on a first-come, first-served basis. The County Administrator or designee shall make final decisions regarding approval.

2. If the application is approved by County Administration, the Human Resources Department will notify the employee by letter or e-mail.

3. Tuition reimbursement decisions are not grievable.

~~E.F.~~ Funding

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1. ~~If/When~~ approved, reimbursement will be provided for the cost of tuition and applicable certification exam fee, ~~registration and required laboratory fees according to the method set forth in Section F below.~~

2. Employees who are eligible for tuition reimbursement from other sources, such as: Veteran benefits, grants and scholarships must exhaust those sources before requesting reimbursement through the County program.

3. Funding for the program is limited and participation is contingent on the availability of County funds. The program may be suspended without notice if funding is not available.

FG. Method of Payment

~~1.~~ Tuition reimbursement provides payment directly to the employee after he/she provides a completed Tuition Reimbursement Grade Submission Form, receipt of payment and evidence of a satisfactory grade for the course as defined above.

GH. Employee Obligation

When the employee requests and receives approval for tuition reimbursement, he/she agrees to:

1. Complete the course(s) approved.
2. Submit a completed Tuition Reimbursement Grade Submission Form accompanied by an official notification of the grade for each course approved and original receipts for approved costs.
3. Authorize the County to recover through payroll deduction or other means, tuition reimbursement expended if any of the following conditions exist:
  - a. The employee resigns, retires or is dismissed for cause within 12 months of receiving tuition reimbursement payment.
  - b. The employee receives duplicate payment (full or partial) for the same course from any other source (ie. scholarship, Pell grant, Veterans' education payment, etc.).

H. Repayment of Reimbursement

1. If the employee voluntarily leaves County employment or is terminated for cause, the County may require repayment of any tuition reimbursement

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County of Spotsylvania

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payments received by the employee within 12 months of the last day of employment and if required, the employee shall repay these amounts to the County<sup>[sw1]</sup>, in accordance with the terms of tuition reimbursement agreement signed by the parties.

2. If the employee has been found by the County to have received payments under false pretenses, the County may require repayment of all related payments and if required, the employee shall repay these amounts to the County.
4. 3. The required repayments may be accomplished by the County through payroll deduction or other means.

#### I. Fraudulent Receipt of Reimbursement

Fraudulent application for reimbursement or fraudulent receipt of tuition reimbursement payments shall be grounds for discipline up to and including termination of employment.