



# ZION-BENTON PUBLIC LIBRARY

## Tuition Reimbursement Policy

ZBPLD Board feels that there is value for the institution and community when an employee seeks to advance their education while employed by the Library.

1. All reimbursements must be approved by the Director at least three weeks prior to the beginning of the course. The Director may or may not approve educational assistance dependent on if the coursework meets the criteria of the policy and/or if funds are available in the budget. (A course taken by the Director will require prior approval by the Board of Trustees.)
2. All courses must be directly related to public libraries and/or a current position as determined by the Director.
3. Coursework must be part of a degree-seeking program at an accredited institution or relevant work-related certificate program such as Library Technical Assistant (LTA).
4. Only employees that have worked at the library for at least six months may apply for a reimbursement.
5. The library will reimburse \$1000 per a fiscal year for a full time employee, \$750 per a fiscal year for a half time employee (20 to 30 hours), and \$500 per a fiscal year for a part time employee.
6. The Library does not guarantee a higher level position will be available or a change in paygrade to an employee upon the completion of a course or degree.
7. Classes must be taken during non-working hours.
8. Reimbursements must be submitted at least 90 days after the completion of the course.
9. Reimbursements will only be granted for grades of A or B. Pass/fail courses will not be considered.
10. An employee who has received reimbursement will be required to repay any tuition reimbursement received upon leaving his/her job at 100% if less than six months has passed since the course was completed, or at 50% if more than six months, but less than one year has passed since the course was completed.
11. Tax consequences are the responsibility of the employee.
12. No reimbursement will be issued for books and other non-tuition fees.

The employee shall submit the following documents to the Director.

1. Tuition Reimbursement Application
2. An official grade notice
3. A copy of an official fee schedule
4. A copy of a canceled check or other proof of payment



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\*\*\*\*\* Not part of policy\*\*\*\*\*

## Tuition Reimbursement Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Course Name (s): \_\_\_\_\_

Course Dates: \_\_\_\_\_ to \_\_\_\_\_

Degree Sought: \_\_\_\_\_

(if applicable)

If degree program, estimated time period for completion: \_\_\_\_\_

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

### Course(s) Expenses:

Tuition: \_\_\_\_\_

Development Objective (what long-term goal is this program/course(s) intended to help you reach):

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What is the value of Degree Program/Course(s) to Zion-Benton Public Library District:



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If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of **B** or better) of each course and submission of all receipts. I further understand that failure to successfully complete any course(s) will result in no reimbursements granted.

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Employee Signature

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Date



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## DIRECTOR Decision

☐ Approved ☐ Disapproved

Reason: \_\_\_\_\_

\_\_\_\_\_

Does this application meet the established guidelines of the Tuition Reimbursement Program?

☐ YES ☐ NO

Was this expense included in the Library's budget?

☐ YES ☐ NO

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature

\_\_\_\_\_

Date